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CSCI321 – Project

User Manual

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1.0	Initial Draft	All	SS14-3C	1.01
1.01	Revised installation steps for Linux	14-18	SS14-3C	1.02
1.02	Revised installation steps for Windows	8-12	SS14-3C	1.03
1.03	Updated system requirements	5	SS14-3C	1.04
1.04	Added configuration for email clients	20-24	SS14-3C	1.05
1.05	Added manual for administrative panel	20-30	SS14-3C	1.06
1.06	Added manual for integrated email client	36-38	SS14-3C	1.07
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1.0 System Requirements

1.1 Windows and Linux

Recommended system requirements:

- Processor: Dual-Core processor or better
- Memory: 4 GB
- Free Hard Drive space: 2GB
- Operating System: Windows 7 / Ubuntu (version) or newer
- Internet Connection with Static IP configuration

Minimum system requirements:

- Processor: 1 gigahertz (GHz) or faster
- Memory: 2GB
- Free Hard Drive space: 1GB
- Operating System: Windows 7 / Ubuntu (version) or newer
- Internet Connection is required

1.2 Additional requirements

1. Administrative privileges are is required to run the SMAILS installer. Please contact your system administrator for administrative permission.
2. It is required to have registered a domain name[1] for the routing of emails through the internet.
3. It is required to add the following DNS records to the domain name servers:

Name	Type	Value	MX Priority
webadmin.domain.com	A	IP address of the Server running Smails.exe	NIL
mail.domain.com	A	IP address of the Server running Smails.exe	NIL
autodiscover.domain.com	A	IP address of the Server running Smails.exe	NIL
NIL	MX	mail.domain.com	0

- **A records** point the domain to an IP address (e.g. mydomain.com -> IP address).
- **MX records** control where emails are received.

4. The following ports are required:

Protocol and Port	Usage	Type of traffic
TCP 25	For SMTP to send emails to other SMTP servers	SMTP
TCP 443	For secure connection to • Web admin page • Remote email client • Auto Discover script for email clients (Outlook or Thunderbird)	HTTPS
TCP 993	Secure connection to IMAP	IMAP

[1] Domain name – Domain name is a unique name that identifies an internet resource.

2.0 Getting Started

2.1 Windows

The assisted installer can be found on the website smails.cf. Download to the respective folder.

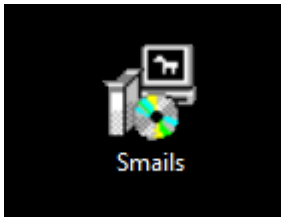


Figure 1 Windows Smails installer

2.2 Linux

The assisted installer can be found on the website smails.cf. Download and un-compress the archive (Smails.tar.gz).

Figure 2 Linux Smails installer

3.0 Features

- Install a full-fledged mail server with minimal input
- Save time on downloading multiple program
- Save time on reading of different user guides to piece a mail server together
- Comes with spam filtering and antivirus support
- Uses SSL-Encrypted Connections
- Comes with remote access administrative panel
- Comes with your own personal email client
- Automated configuration to use with 3rd party email client like outlook

4.0 Installation Process

The following sections will describe the installation process. Refer to the respective sections for the different Operating System environment.

4.1 Windows

The following sections will describe the installation process for *Smails* windows installer. The *Smails* installer will install and configure the mail server according to recommended settings with minimal prompt from the user.

4.1.1 Installation process

Click on the **Cancel** button on any prompt to stop the installation process.

1. Double click on the *Smails* installer to start the install process.

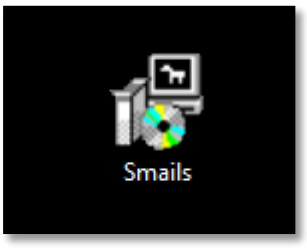


Figure 3 Smails Installer

2. The installer will prompt for the user preferred path to install the mail server. Select Install to continue the installation process

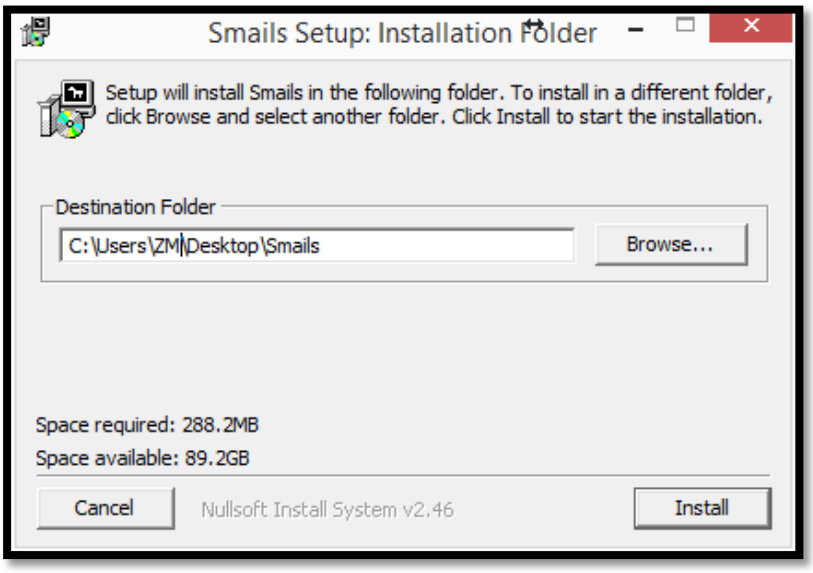

Smails Setup: Installation Folder
Setup will install Smails in the following folder. To install in a different folder, click Browse and select another folder. Click Install to start the installation.
Destination Folder
C:\Users\ZM\Desktop\Smails
Browse...
Space required: 288.2MB
Space available: 89.2GB
Cancel
Nullsoft Install System v2.46
Install

Figure 4 Select Installation Folder Screen

3. Extraction of files required to install. The following screen will show the progress of the extraction of files.

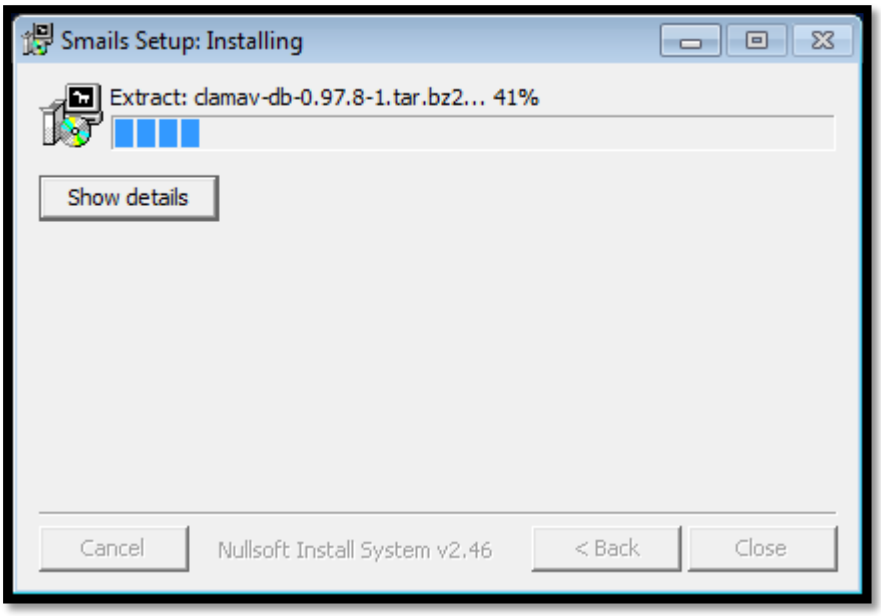


Figure 5 Extraction of files required to install

4. User Account Control prompt. To allow the setup to continue click on the Yes button to continue.

   Note: This is to enable the installation of Cygwin.

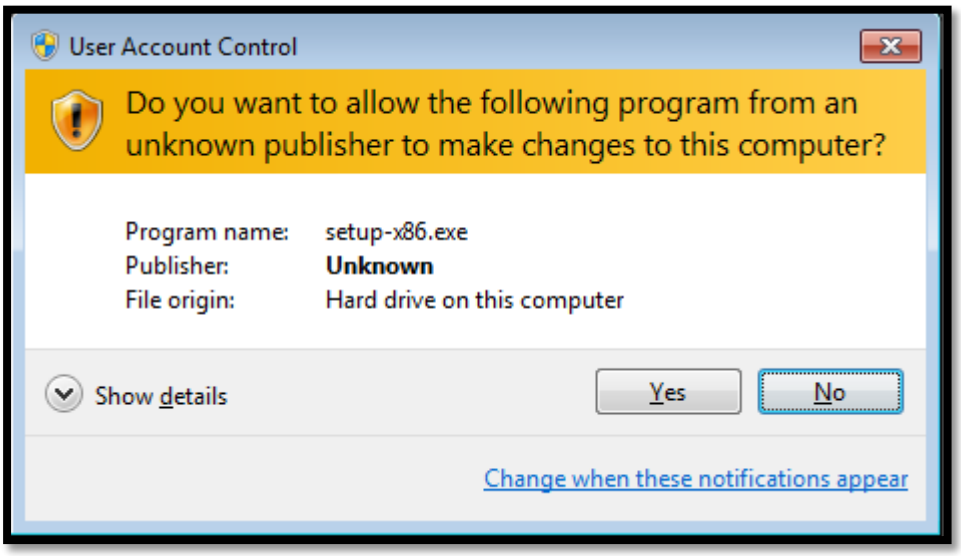

User Account Control
Do you want to allow the following program from an unknown publisher to make changes to this computer?
Program name: setup-x86.exe
Publisher: Unknown
File origin: Hard drive on this computer
Show details
Yes
No
Change when these notifications appear

Figure 6 Windows User Acccount Control

5. Cygwin installation status screen. After the setup is complete, the Cygwin setup will exit automatically.

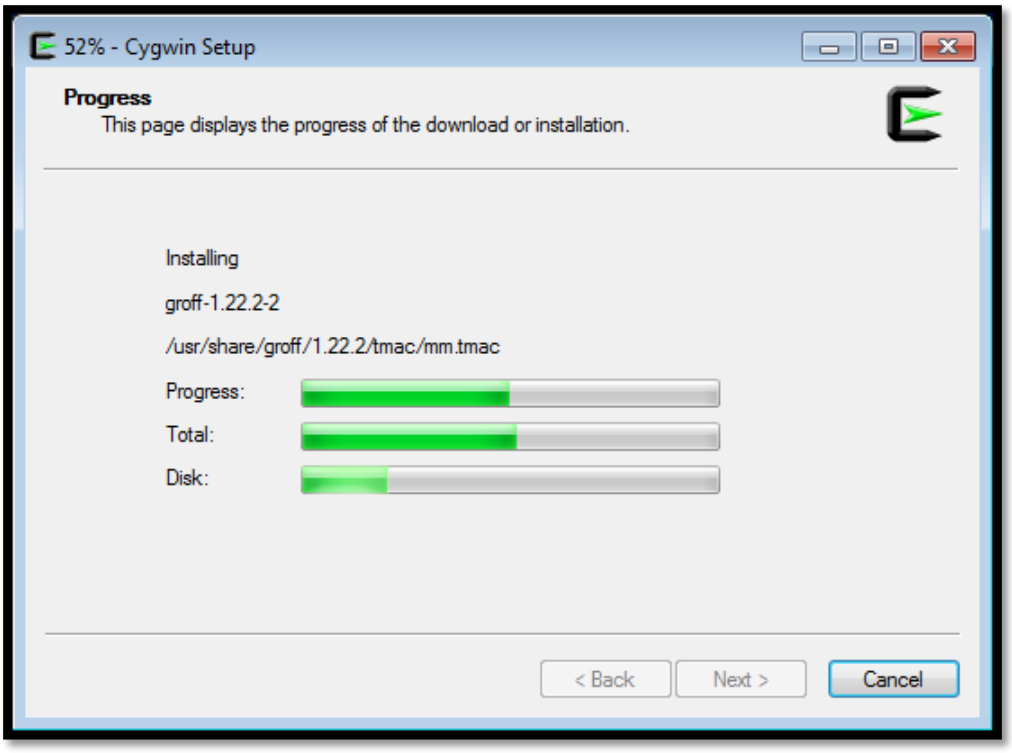


Figure 7 Cygwin installation process

6. There will be 3 same Windows User Account Control prompt will appear. Click on **Yes** to allow the configuration process to run.

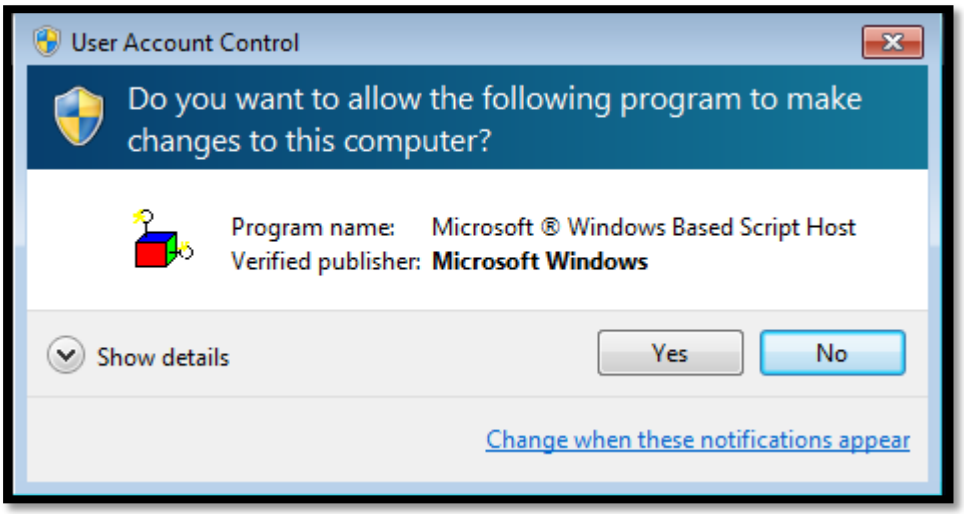

User Account Control
Do you want to allow the following program to make changes to this computer?
Program name: Microsoft ® Windows Based Script Host
Verified publisher: Microsoft Windows
Show details
Yes
No
Change when these notifications appear

Figure 8 Windows User Account Control Prompt

7. A *Smails* Configuration Questionnaire window will appear and will ask for some details about the server.

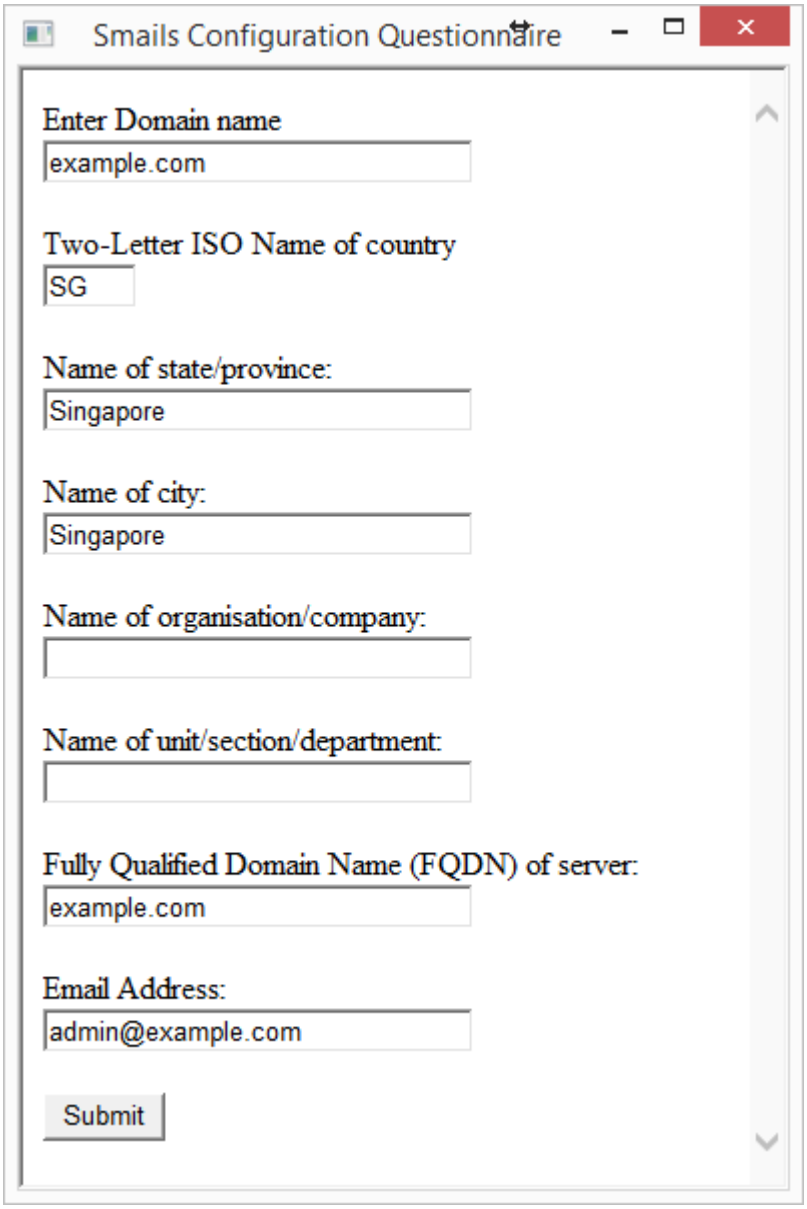


Figure 9 Smails Configuration Questionnaire prompt

The explanations for the field are:

Note: There are hints provided to complete the fields

i. Enter the domain name in the input field for the email configuration

ii. Enter the two-letter ISO code for the country where your organization is located into the text.

iii. Enter the state or region where your organization is located. This shouldn't be abbreviated into the text field.

iv. Enter the name of the city where your organization is located into the text field.

v. Enter the name of your organization responsible for the certificate into the text field.

vi. Enter the name of the division of your organization responsible for the certificate into the text field.

vii. Enter the fully qualified domain name (FQDN) of your server into the text field.

Note: This must match exactly what you type in your web browser or you will receive a name mismatch error.

viii. Enter the email address used to contact your organization into the text field.

Click on **Submit** to submit the information.

8. A command prompt configuration screen will appear

Note: Please do not close or minimise the command prompt configuration screen otherwise the installation process will not be complete.

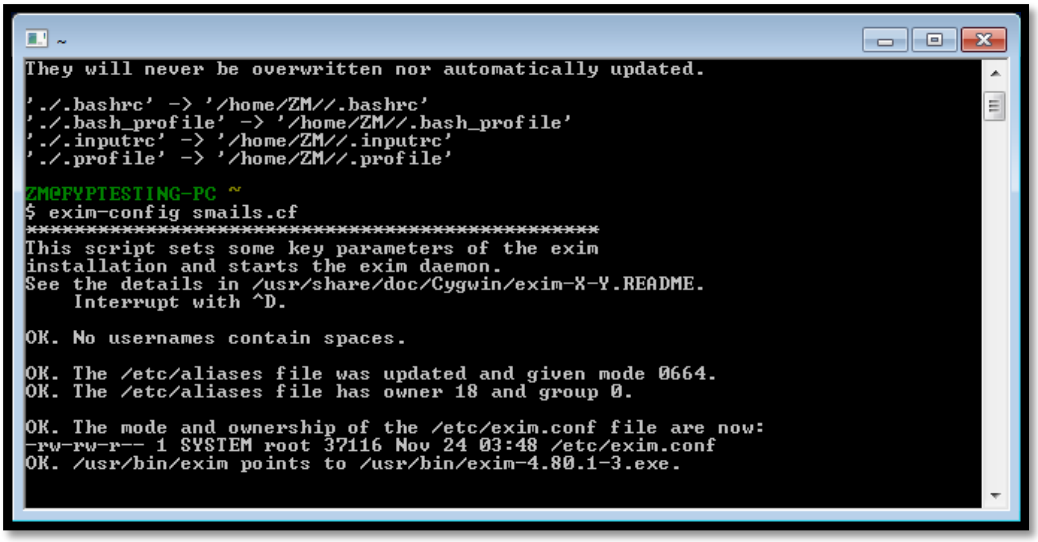

~
They will never be overwritten nor automatically updated.
'./.bashrc' -> '/home/ZM//.bashrc'
'./.bash_profile' -> '/home/ZM//.bash_profile'
'./.inputrc' -> '/home/ZM//.inputrc'
'./.profile' -> '/home/ZM//.profile'
ZM@FYPTESTING-PC ~
$ exim-config smails.cf
This script sets some key parameters of the exim
installation and starts the exim daemon.
See the details in /usr/share/doc/Cygwin/exim-X-Y.README.
Interrupt with ^D.
OK. No usernames contain spaces.
OK. The /etc/aliases file was updated and given mode 0664.
OK. The /etc/aliases file has owner 18 and group 0.
OK. The mode and ownership of the /etc/exim.conf file are now:
-rw-rw-r-- 1 SYSTEM root 37116 Nov 24 03:48 /etc/exim.conf
OK. /usr/bin/exim points to /usr/bin/exim-4.80.1-3.exe.

Figure 10 Configuration Screen

9. Summary page of the list of the respective software that is installed by the *Smails* installer. Click on OK to continue.

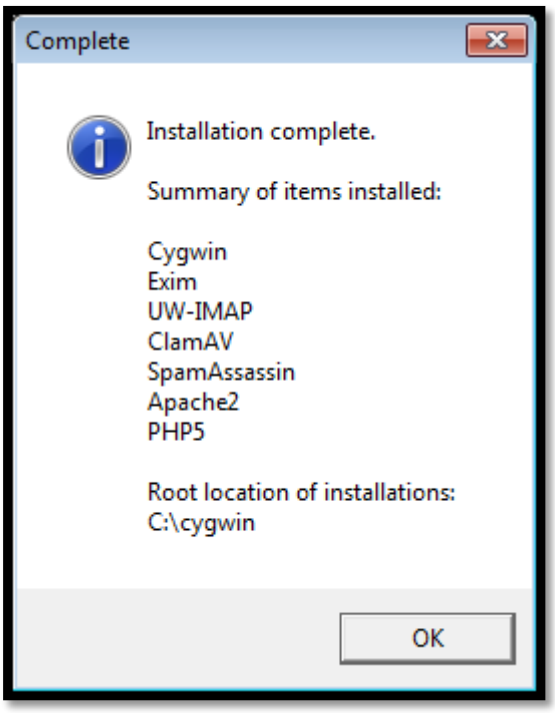


Figure 11 Summary Screen

10. Smails WebAdmin login details

    The following screen will show the username and password used to log into Smails WebAdmin. Click **OK** to continue.

    Note: Please change the password during the first login.

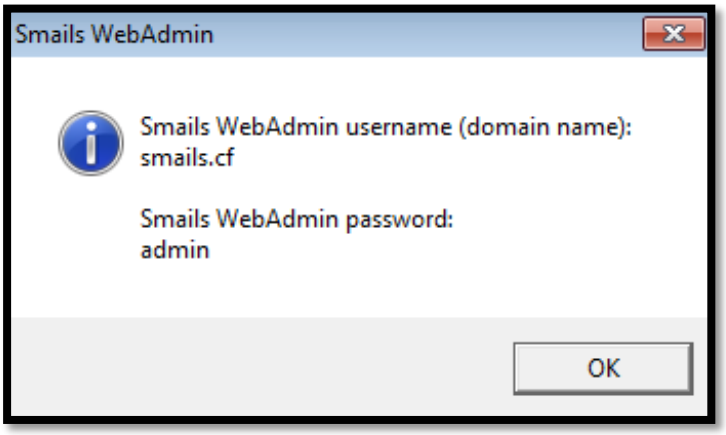


Figure 12 Web Admin initial password prompt

11. Batch creation of User

The following option is to allow user to batch create users.

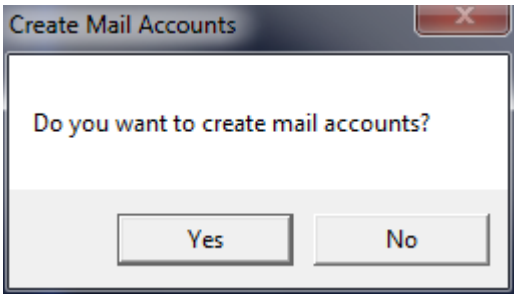


Figure 13 Batch Create user prompt

Select **Yes** to create mail accounts.

User have to select a text file with a list of usernames that they want to create. Refer to figure 21 for example.

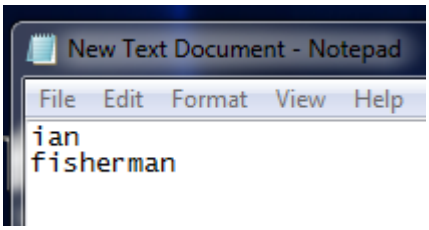


Figure 14 List of new users

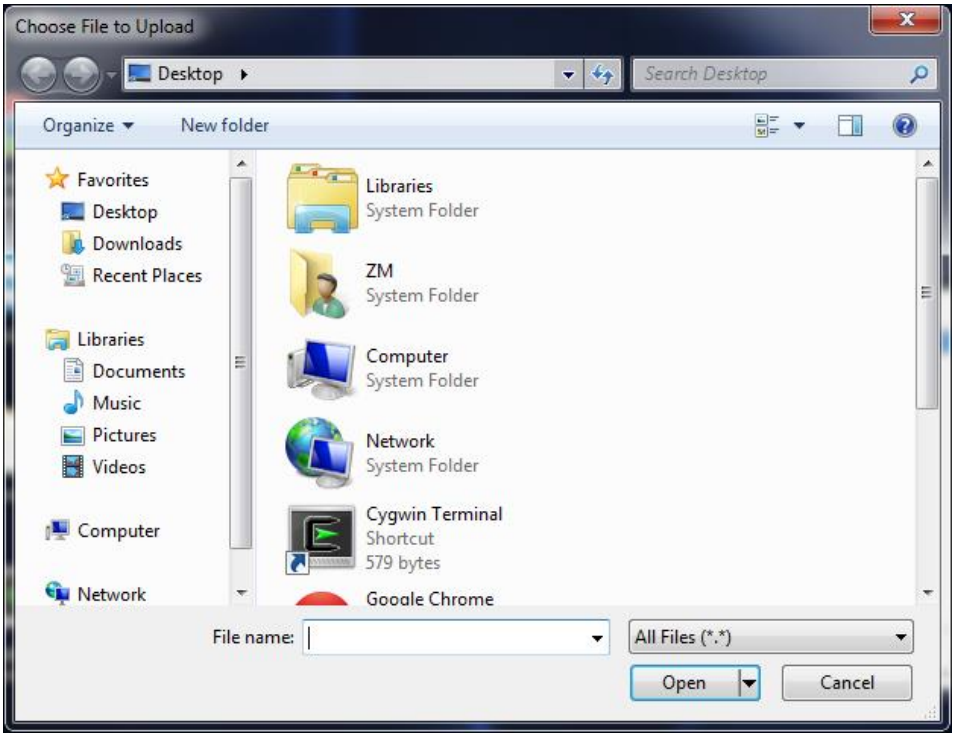


Figure 15 File select prompt

The password generated for the users in the text file will be “password123”.

Note: It is recommended for the users to login to change the password (Refer to Section 6.4)

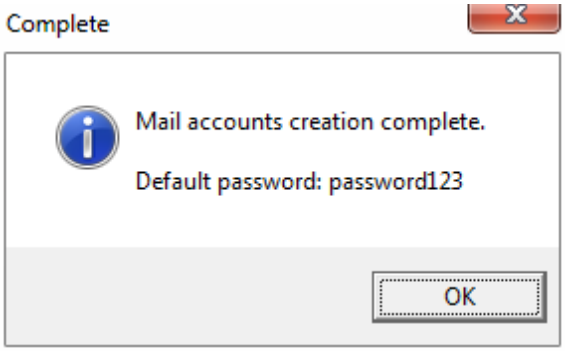


Figure 16 Completion prompt

12. Installation of Smails is complete. Click on **Close** to exit the installer.

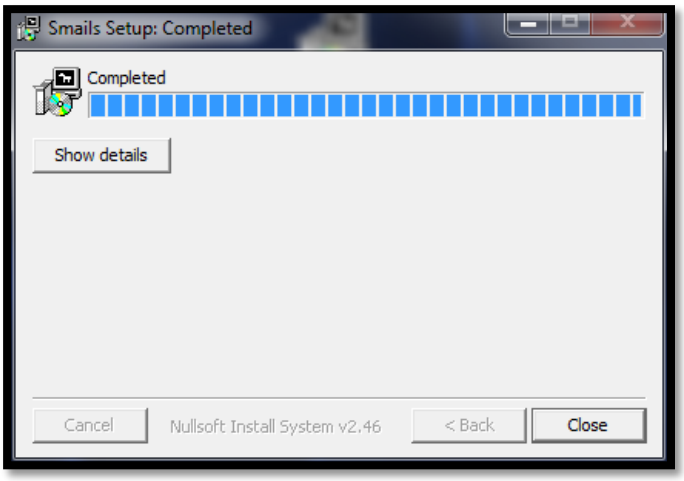


Figure 17 Completed setup screen

4.1.2 Verification

When the installation is complete, you could verify the installation by logging onto the Smails WebAdmin. Enter the following address into the into the url of your web browser.

https://localhost

4.2 Linux

4.2.1 Installation process

Launch Terminal after the archive has been uncompressed. Terminal can be found by using the search function on Dash.

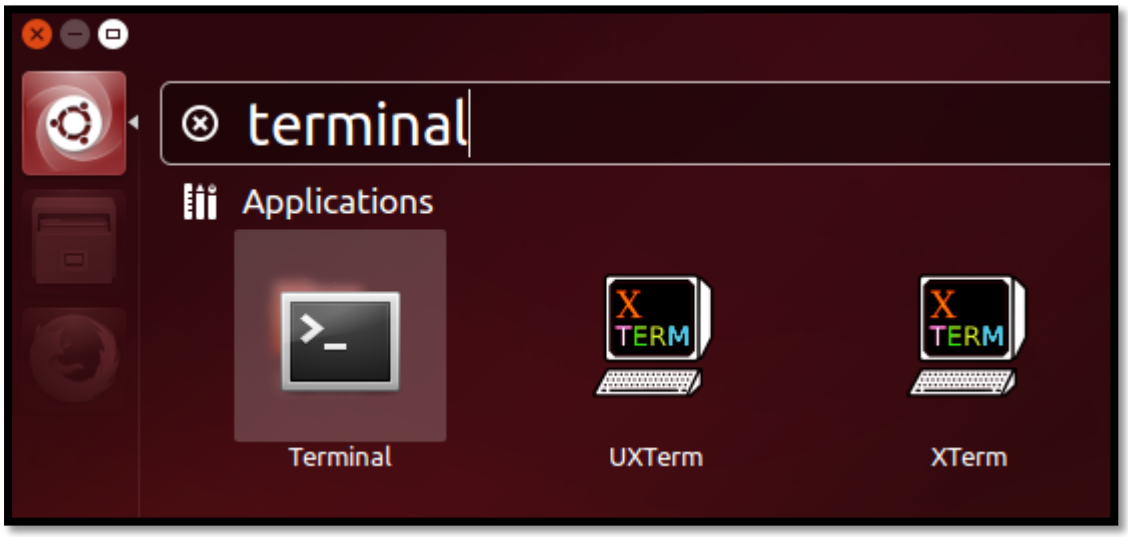


Figure 18 Launching of terminal

Browse to the location of the uncompressed the archive using the Change Directory (cd) command (Terminal starts from /home/<your-username>/ on launch) and then execute the assisted installer using the following command:

"sudo ./Install.sh"

At the start of the installation process, the installer inform the user to ensure that there is at least 1GB of free disk space available.

Once the user has confirmed that the user's computer has at least 1GB of free disk space available, the user may press the Enter key to continue with the installation.

The installer will then check the operating system for components required for the functioning of the secure mail server. If all components are found, the user will be shown the following screen:

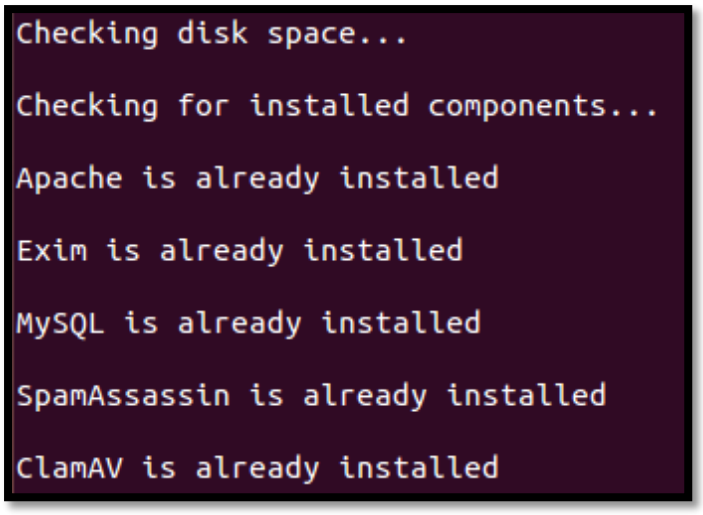
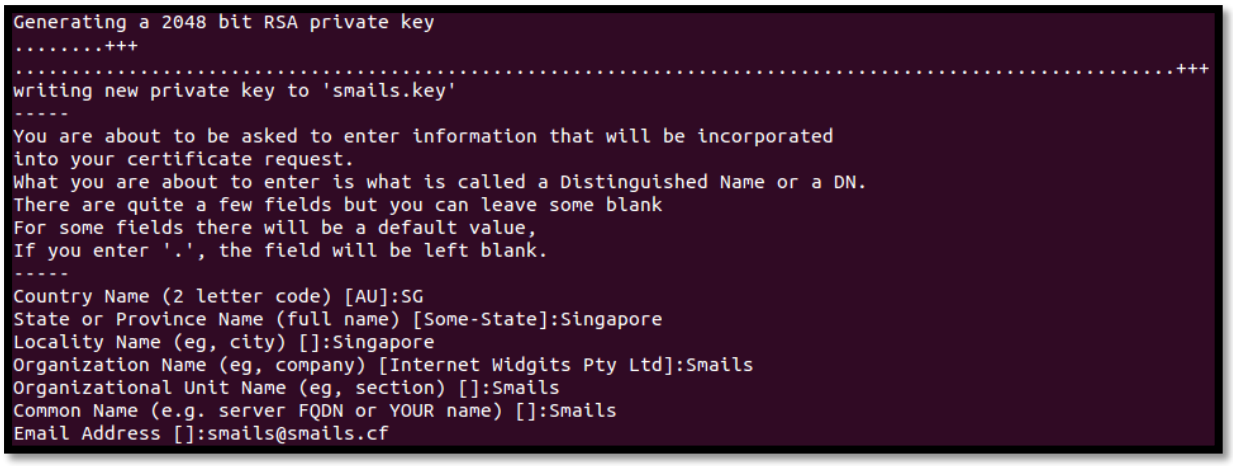


Figure 19 Installation pre install check

4.2.2 Configuration

Once all necessary components have been installed, the installer will proceed to run the configuration script. The installer will first do basic configuration of the mail server, Exim, to use the components that were installed earlier. At this point of time, the installer script will prompt the user for information in creating 2 self-signed certificates: One for Exim and one for the web administration feature.


Generating a 2048 bit RSA private key
........+++
.....+++
writing new private key to 'smails.key'

You are about to be asked to enter information that will be incorporated
into your certificate request.
What you are about to enter is what is called a Distinguished Name or a DN.
There are quite a few fields but you can leave some blank
For some fields there will be a default value,
If you enter '.', the field will be left blank.

Country Name (2 letter code) [AU]:SG
State or Province Name (full name) [Some-State]:Singapore
Locality Name (eg, city) []:Singapore
Organization Name (eg, company) [Internet Widgits Pty Ltd]:Smails
Organizational Unit Name (eg, section) []:Smails
Common Name (e.g. server FQDN or YOUR name) []:Smails
Email Address []:smails@smails.cf

Figure 20 Certificate generation

After the creation of the certificates, the user will be asked for information for configuration of the mail server. For the configuration of the mail server, user will need to choose the following option while leaving the rest at its default value.

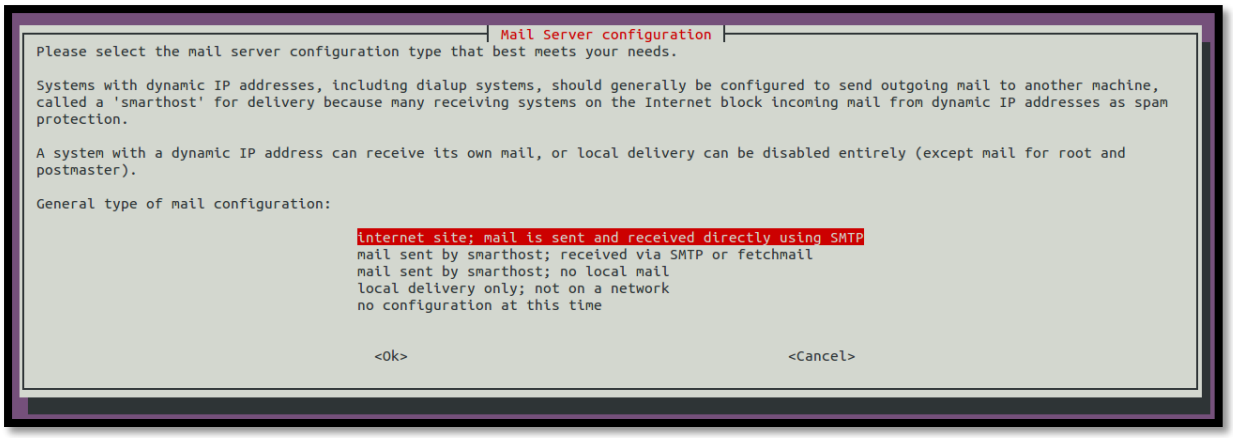

Mail Server configuration
Please select the mail server configuration type that best meets your needs.
Systems with dynamic IP addresses, including dialup systems, should generally be configured to send outgoing mail to another machine, called a 'smarthost' for delivery because many receiving systems on the Internet block incoming mail from dynamic IP addresses as spam protection.
A system with a dynamic IP address can receive its own mail, or local delivery can be disabled entirely (except mail for root and postmaster).
General type of mail configuration:
internet site; mail is sent and received directly using SMTP
mail sent by smarthost; received via SMTP or fetchmail
mail sent by smarthost; no local mail
local delivery only; not on a network
no configuration at this time
<Ok>
<Cancel>

Figure 21 Mail server configuration 1

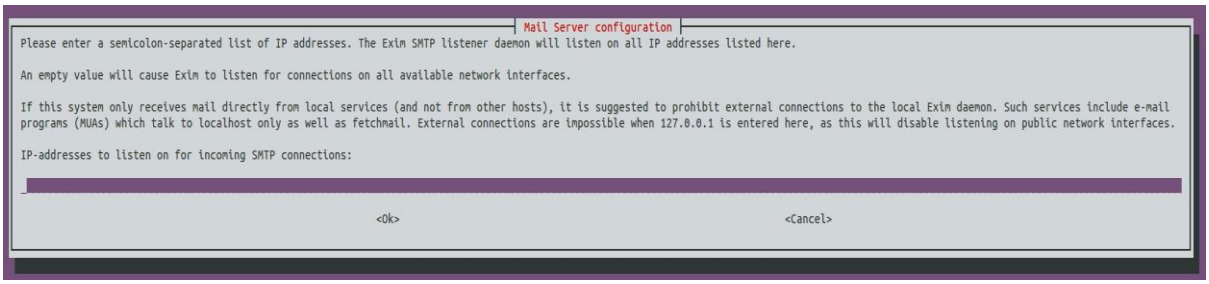

Mail Server configuration
Please enter a semicolon-separated list of IP addresses. The Exim SMTP listener daemon will listen on all IP addresses listed here.
An empty value will cause Exim to listen for connections on all available network interfaces.
If this system only receives mail directly from local services (and not from other hosts), it is suggested to prohibit external connections to the local Exim daemon. Such services include e-mail programs (MUAs) which talk to localhost only as well as fetchmail. External connections are impossible when 127.0.0.1 is entered here, as this will disable listening on public network interfaces.
IP-addresses to listen on for incoming SMTP connections:
<Ok>
<Cancel>

Figure 22 Mail server configuration 2

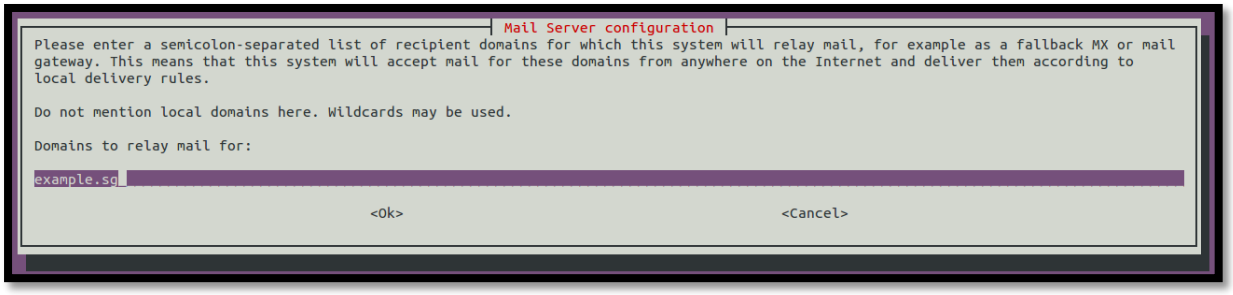

Mail Server configuration
Please enter a semicolon-separated list of recipient domains for which this system will relay mail, for example as a fallback MX or mail gateway. This means that this system will accept mail for these domains from anywhere on the Internet and deliver them according to local delivery rules.
Do not mention local domains here. Wildcards may be used.
Domains to relay mail for:
example.sg
<Ok>
<Cancel>

Figure 23 Mail server configuration 3

During the initial configuration of Exim, the user will be prompted for the name of the postmaster. The value required for that field will be the account name of the primary administrator of the computer.

At the end of the configuration, the user will be prompted if the user would like to create a user account. If the user wishes to create a user account immediately after installation, the user will be asked for the account name and password. Once the information has been provided, the system will proceed to create a new account in the computer.

At the user account creation screen, the user will be prompted if the user would like to enter batch account creation mode. Should the user wants to create many accounts at one go, the user will have to provide a text file with the same format shown in Figure 14.

4.2.2 After install configuration

After the installation of *Smails* has been completed, user will need to update the following file "/etc/sudoers" in order for the web administration feature set to function. The sudoers file can be edited by running the following command in the same terminal window:

"sudo visudo" or "sudo gedit /etc/sudoers"

User will then need to add the following lines under "#User privilege specification":

```
www-data ALL=NOPASSWD: /var/www/html/blockhost.php
www-data ALL=NOPASSWD: /var/www/html/blocksender.php
www-data ALL=NOPASSWD: /var/www/html/changePwd.php
www-data ALL=NOPASSWD: /var/www/html/client.php
www-data ALL=NOPASSWD: /var/www/html/compose.php
www-data ALL=NOPASSWD: /var/www/html/delUser.php
www-data ALL=NOPASSWD: /var/www/html/empty.php
www-data ALL=NOPASSWD: /var/www/html/logout.php
www-data ALL=NOPASSWD: /var/www/html/main.php
www-data ALL=NOPASSWD: /var/www/html/migrate.php
www-data ALL=NOPASSWD: /var/www/html/newDomain.php
www-data ALL=NOPASSWD: /var/www/html/newUser.php
www-data ALL=NOPASSWD: /var/www/html/pwdC.php
www-data ALL=NOPASSWD: /var/www/html/restore.php
www-data ALL=NOPASSWD: /var/www/html/smails.php
www-data ALL=NOPASSWD: /var/www/html/trash.php
www-data ALL=NOPASSWD: /var/www/html/webPwd.php
www-data ALL=NOPASSWD: /etc/init.d/clamav-daemon
www-data ALL=NOPASSWD: /etc/init.d/exim4
www-data ALL=NOPASSWD: /etc/init.d/spamassassin
www-data ALL=NOPASSWD: /etc/pam.d/chpasswd
www-data ALL=NOPASSWD: /bin/chmod
www-data ALL=NOPASSWD: /bin/rm
www-data ALL=NOPASSWD: /bin/sed
www-data ALL=NOPASSWD: /etc/mailname
www-data ALL=NOPASSWD: /usr/bin/tee
www-data ALL=NOPASSWD: /usr/sbin/chpasswd
www-data ALL=NOPASSWD: /usr/sbin/useradd
www-data ALL=NOPASSWD: /usr/sbin/userdel
```

Save the file once the entries have been keyed in.

This concludes the installation steps for *Smails* under Linux.

4.2.3 Verification

When the installation is complete, you could verify the installation by logging onto the Smails WebAdmin. Enter the following address into the into the url of your web browser.

https://localhost

5.0 Administrative panel

The administrative panel is same for both Windows and Linux. The administrative panel allows the user to view the current status of the components of the *Smails* program. It allows user to have an all in one command centre for easier management of email accounts, changing of user account password, deletion of email user, change domain name or the WebAdmin password or to manage blacklisted senders. To access the WebAdmin, navigate to the domain that is running *Smails* and select on WebAdmin.

Figure 24 Main Site

5.1 Login process

User is required to login to gain access to the admin panel. The username is the user's domain name and the default password is "admin".

Note: Please change the default password to prevent unauthorised access.

Enter the username and password then click on **OK** to login.

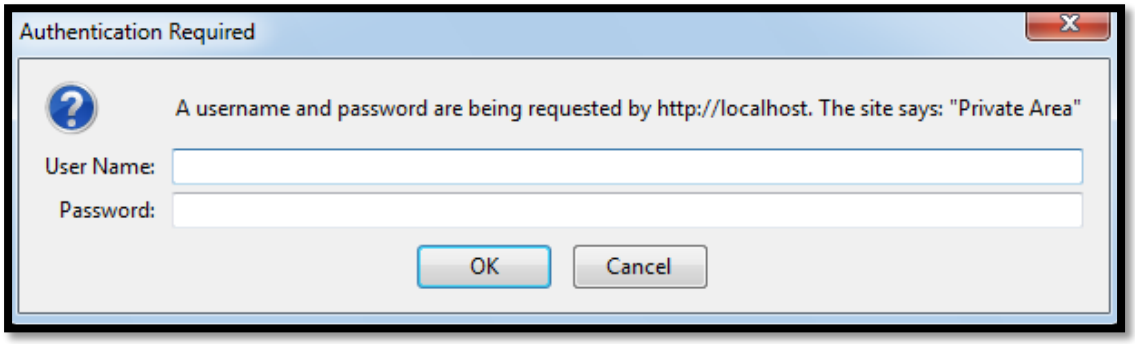


Figure 25 Authentication Required prompt

When the login is successful, you will be presented with the following screen, refer to figure 25.

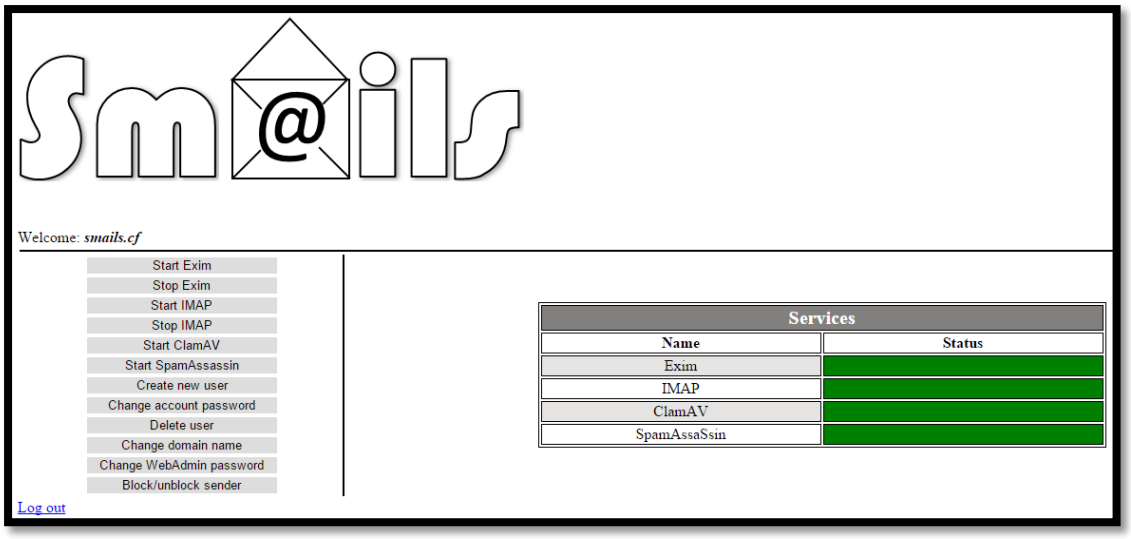


Figure 26 Home Page

5.2 Services Status page

After logging in, you will be presented with a status page where all of the components status will be displayed on the home page.

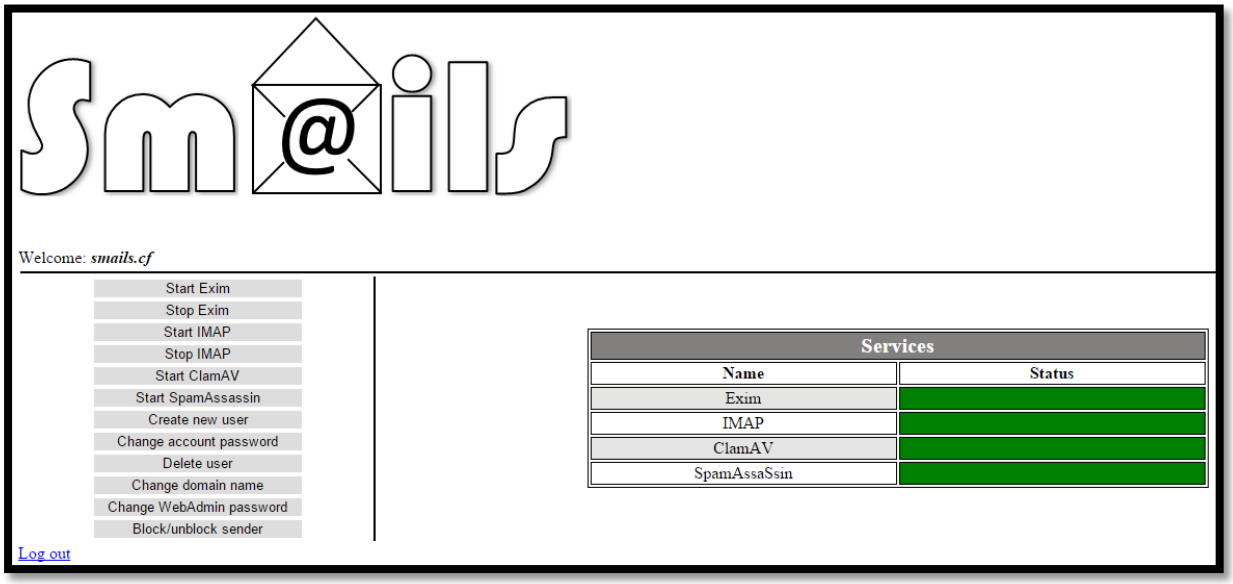


Figure 27 Status Page

5.2.1 Service status

Services that are running will be shown as green for whereas services that are stopped will be shown as red.

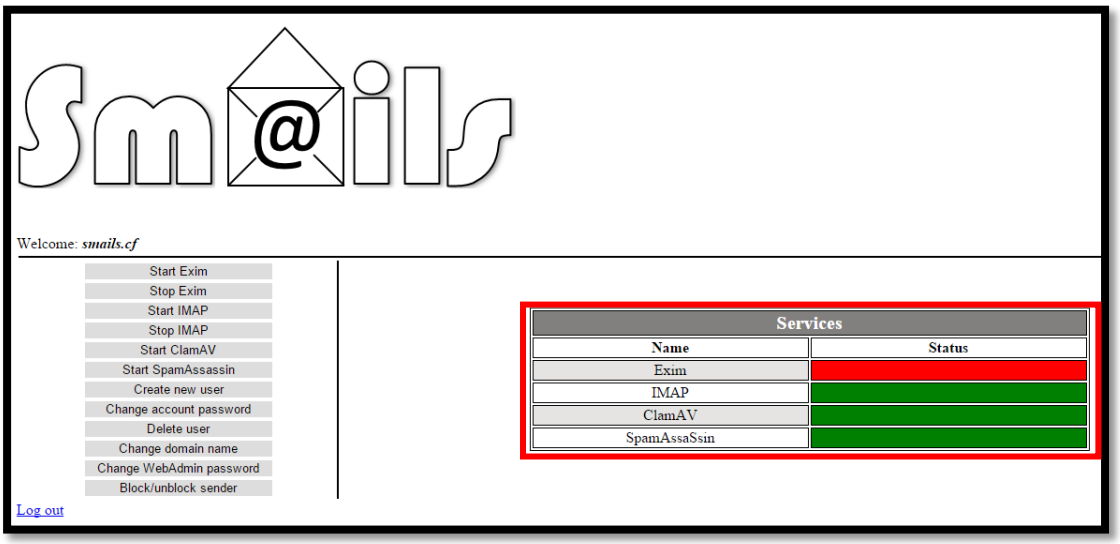


Figure 28 Status page

5.2.2 Starting or stopping service

Refer to figure 28. On the left menu, services can be started or stopped with the various buttons.

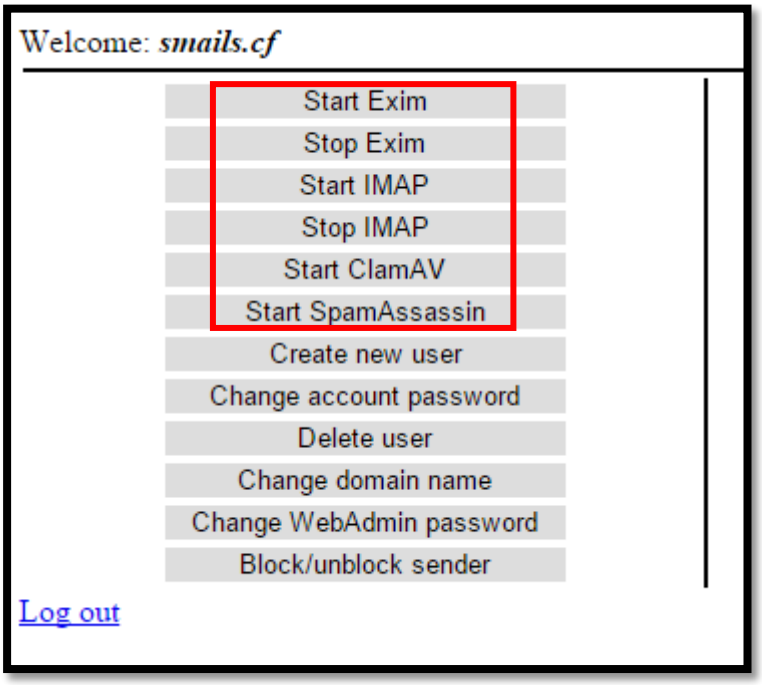


Figure 29 Left menu

5.2 Creation of new user

The following will explain the steps required to create a new user. Click on **Create new user**.

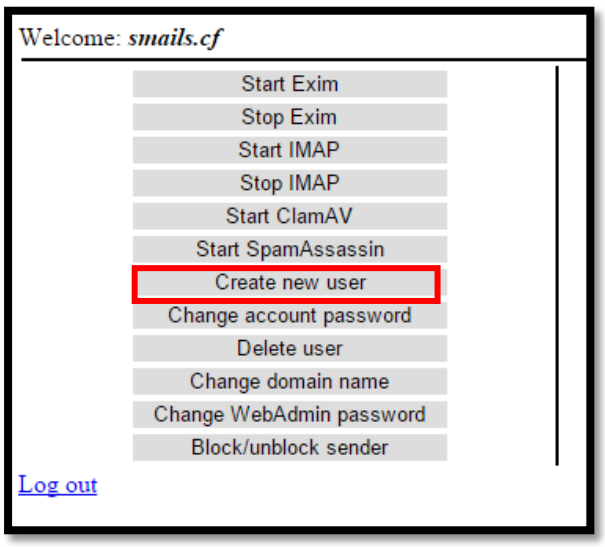


Figure 30 Left menu

The WebAdmin will be directed to figure 31. On this page the user is required to enter the WebAdmin password to continue. Enter the new user name and password for the new email account. Click on **Submit** to create the account.

Note: The minimum length of password is at least 8 characters.

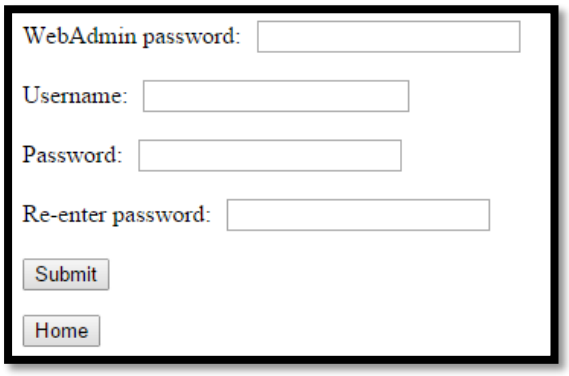


Figure 31 Create new user

Click on **Home** to return back to the home page.

5.3 Changing of email account password

The following will explain the steps required to change email account password. Click on **Change account password.**

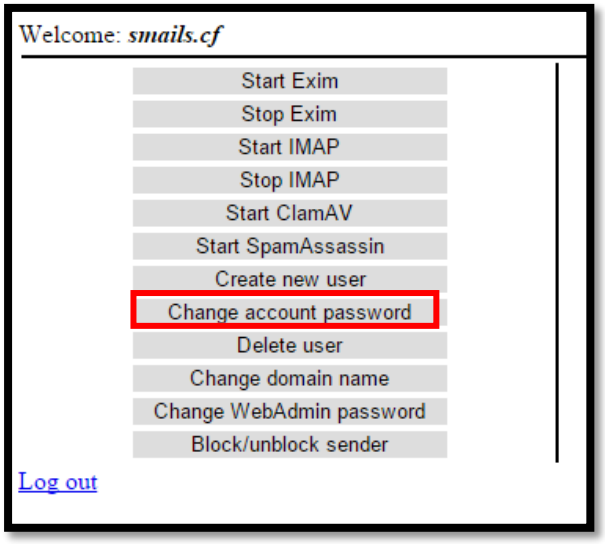


Figure 32 Left Menu

The WebAdmin will be directed to figure 33. On this page the user is required to enter the WebAdmin password to continue. Enter the intended user name and the new password for the email account. Click on **Submit** to change the account password.

Note: The minimum length of password is at least 8 characters.

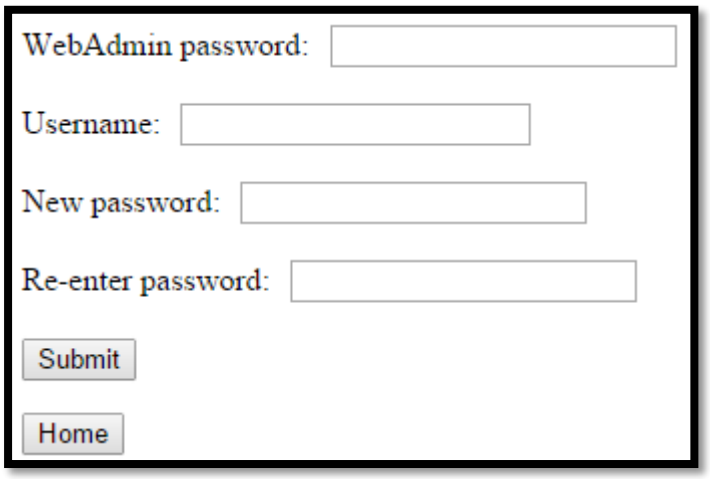


Figure 33 Changing of Email password screen

Click on **Home** to return back to the home page.

5.4 Deletion of email user

The following will explain the steps required to delete an email user. Click on **Delete user.**

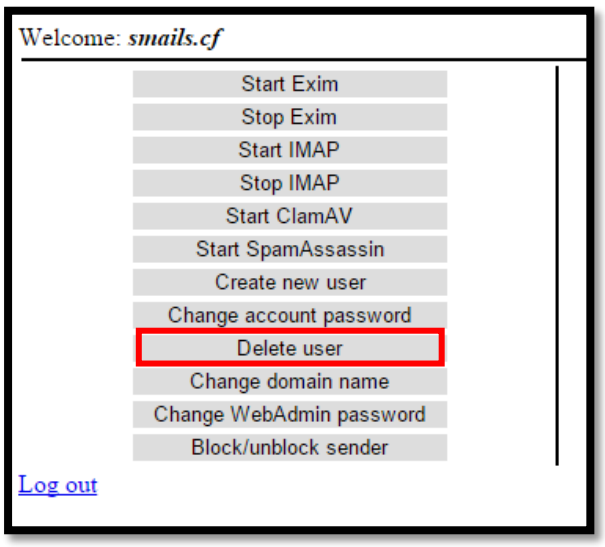


Figure 34 Left Menu

The WebAdmin will be directed to figure 35. On this page the user is required to enter the WebAdmin password to continue. Enter the intended user name to be removed. Click on **Submit** to remove the account.

Figure 35 Deletion of user page

Click on **Home** to return back to the home page.

5.5 Change of domain name

The following will explain the steps required change domain name. Click on **Change domain name.**

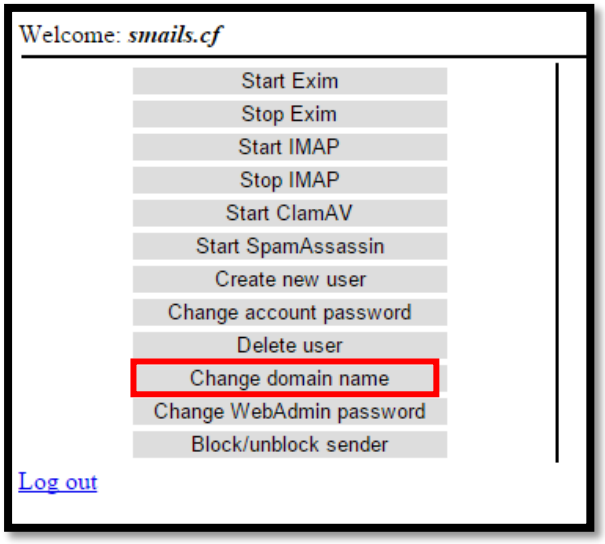


Figure 36 Left Menu

The WebAdmin will be directed to figure 37. On this page the user is required to enter the WebAdmin password to continue. Enter the intended domain name. Click on **Submit** to commit the changes.

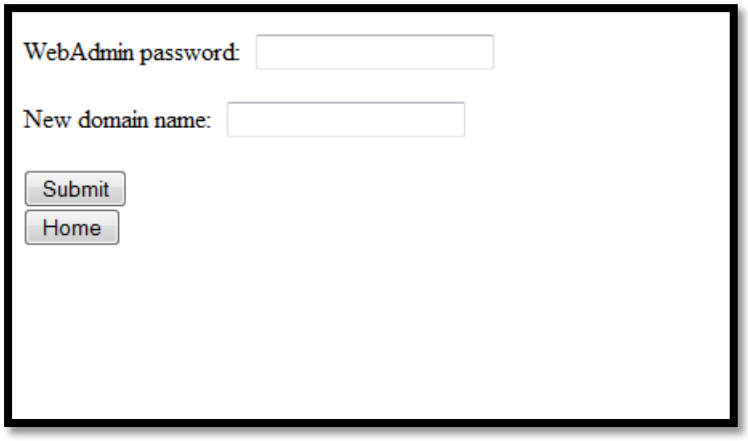


Figure 37 Modification of Domain name page

Click on **Home** to return back to the home page.

5.6 Change of WebAdmin password

The following will explain the steps required to change WebAdmin password. Click on **Change WebAdmin Password.**

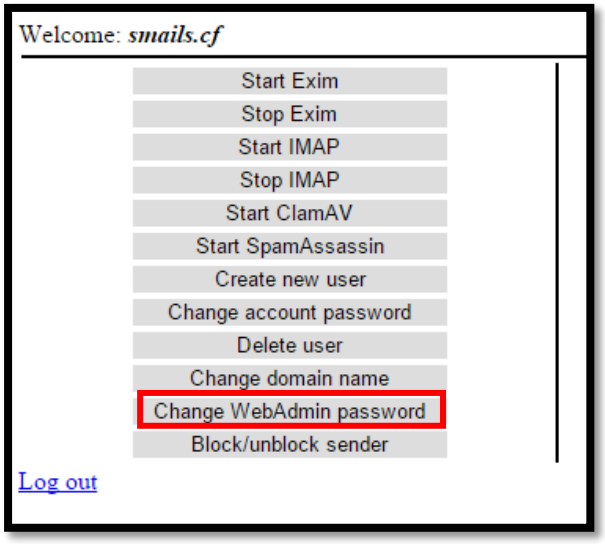


Figure 38 Left menu

The WebAdmin will be directed to figure 39. On this page the user is required to enter the WebAdmin password to continue. Enter the new password. Click on **Submit** to commit the changes.

Figure 39 Modification of WebAdmin password

Click on **Home** to return back to the home page.

5.7 Modification of blocked sender list

The following will explain the steps required to modify the block sender list. Click on **Block/unblock sender.**

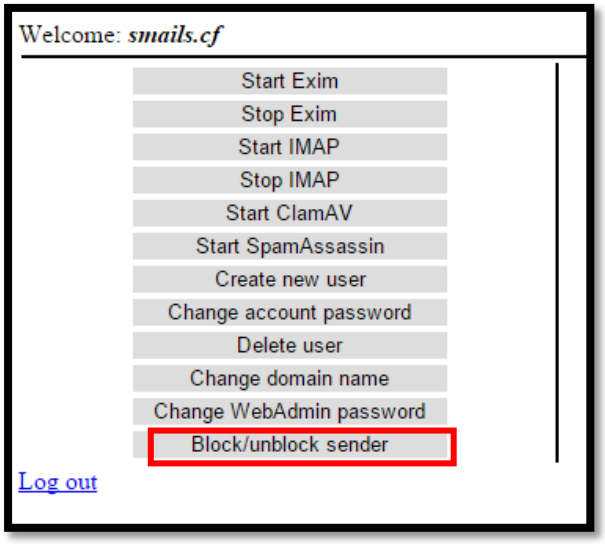


Figure 40 Left menu

The WebAdmin will be directed to figure 41. On this page the user can add an email address or select and email address from the list to remove it from the blacklist.

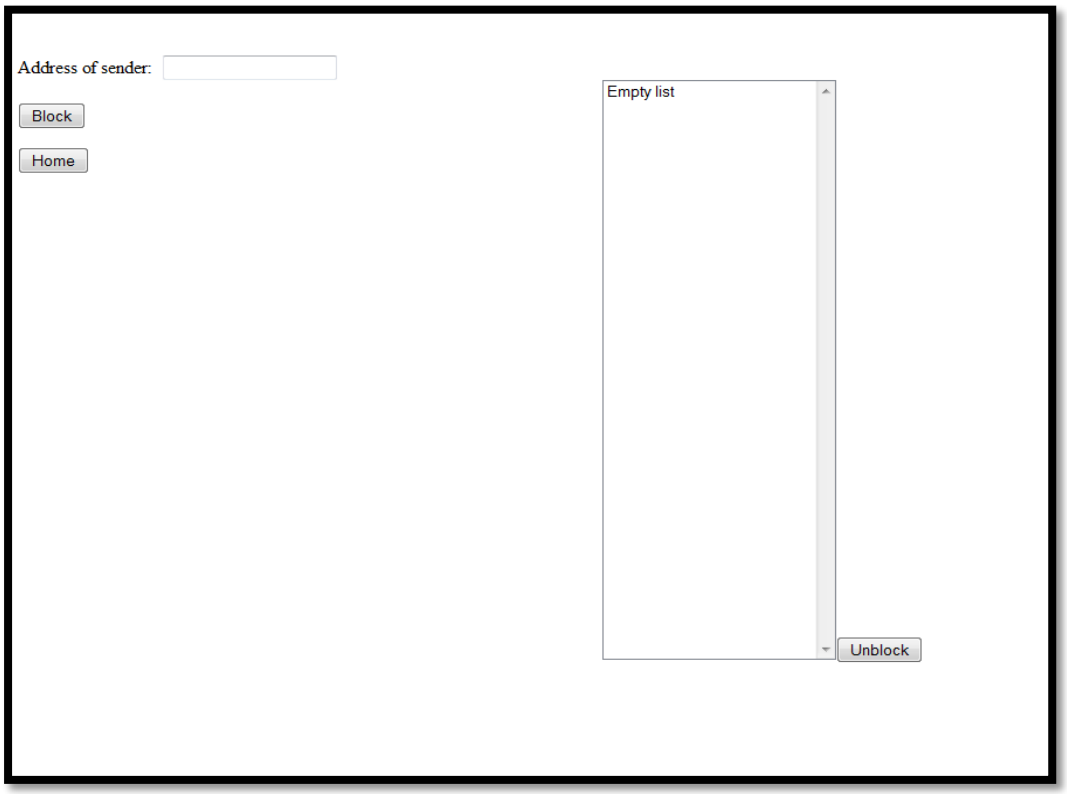
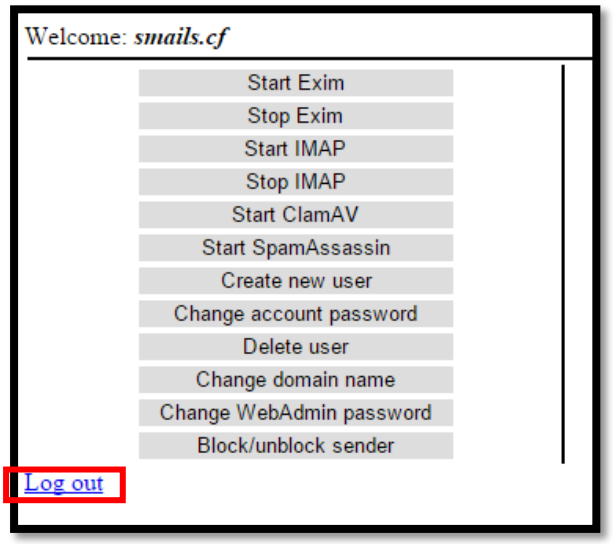


Figure 41 Management of blacklist

Click on **Home** to return back to the home page.

5.8 Logging out of the WebAdmin

The following will explain the steps required to log off of WebAdmin. Click on **Log out.**



6.0 Integrated email client

There is an email client integrated with Smails installer. To use the email client, navigate to the domain that is hosting the *Smails* program and select *WebClient*.

Figure 42 Main Site

6.1 Logging on

A set valid credentials is required to login to gain access to the mail client. A mail account can be created in the WebAdmin (refer to section 5.2).

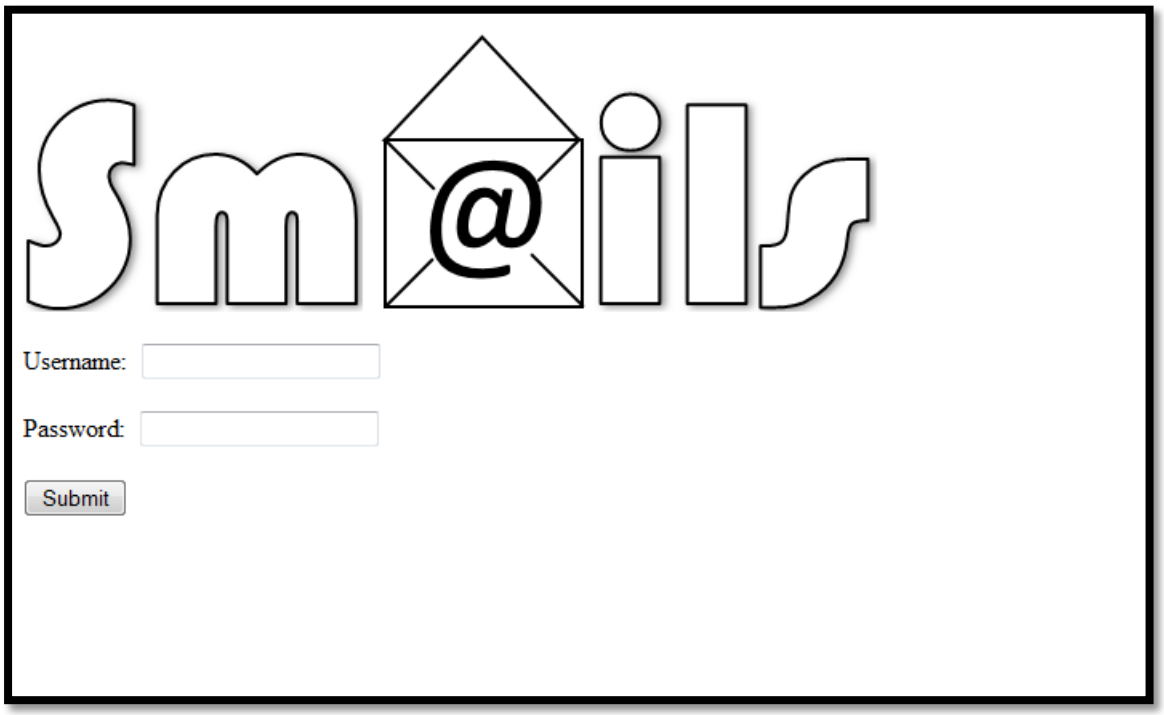


Figure 43 Log on page for WebClient

Once logged in, the user will be able to start using *Smails* WebClient.

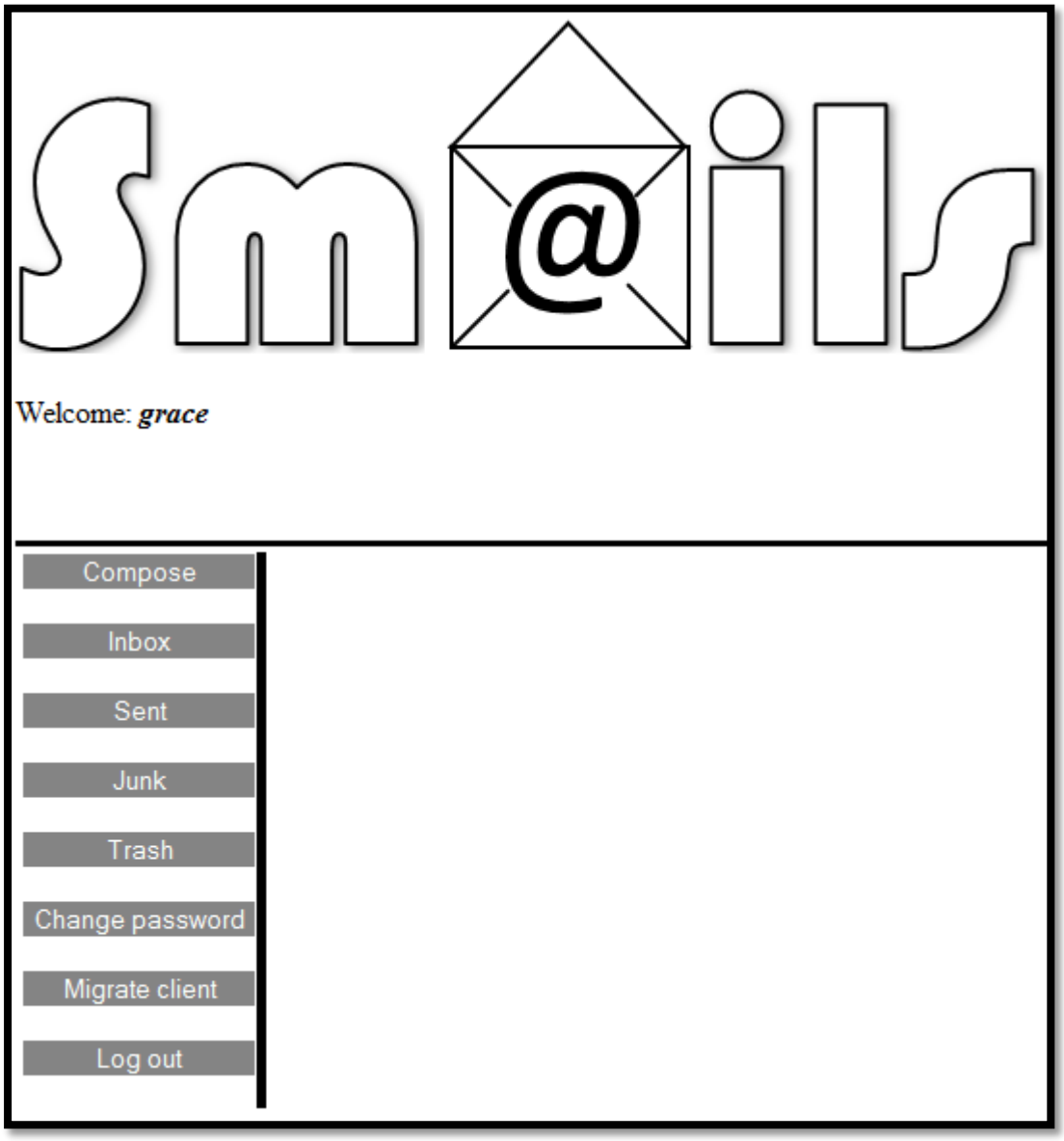


Figure 44 WebClient main page

6.2 Composing of email

Clicking on **Compose** will bring the user to the page shown in figure 47. This allows the user to compose and send a new email. Clicking on **send** to send the email.

Figure 45 Compose email

Click on **Home** to return back to the home page.

6.3 Menu Explanation

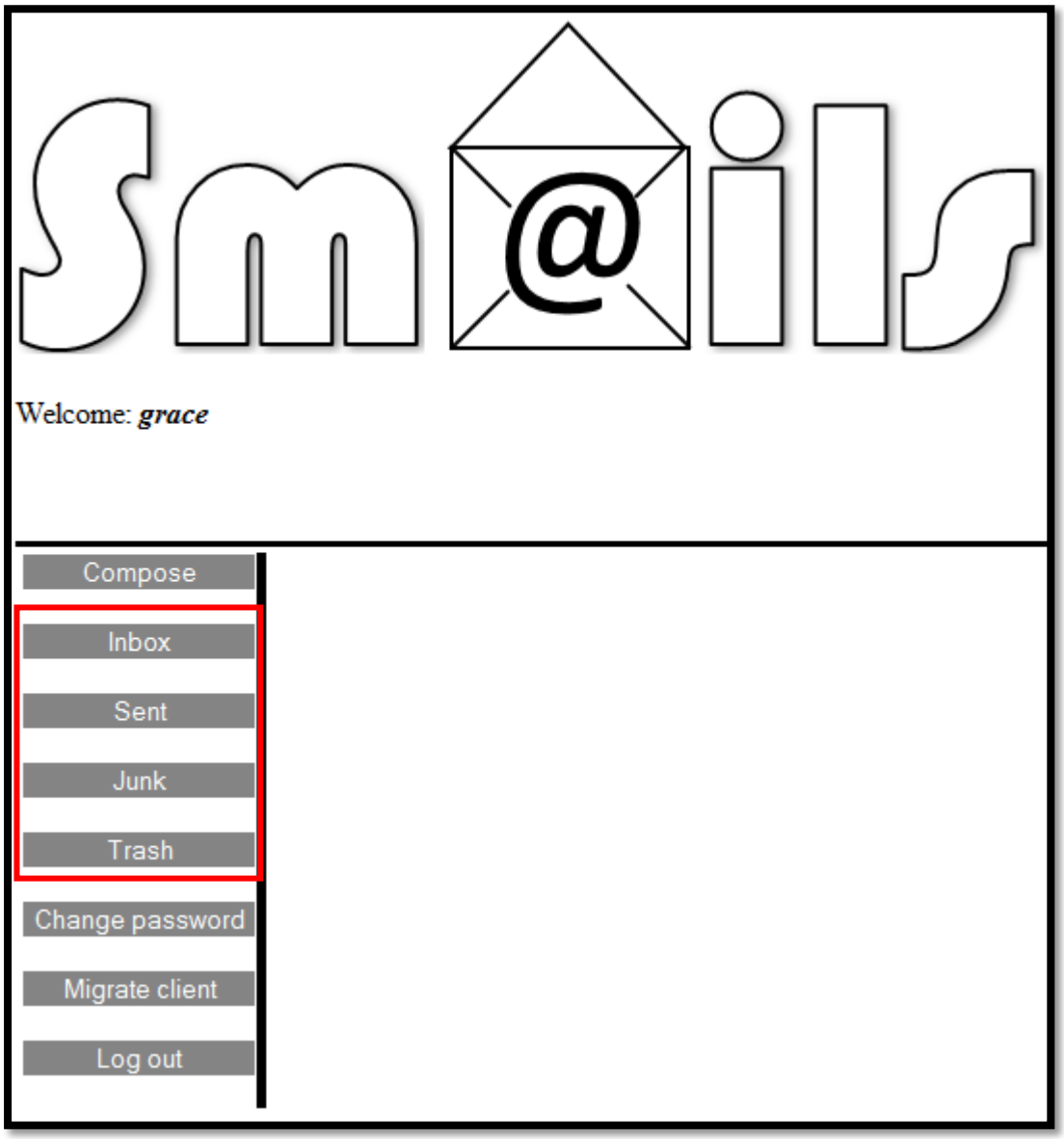


Figure 46 WebClient main

With reference to figure 48,

- **Inbox** button is to show received emails. User can choose to reply, forward or delete mails.
- **Sent** button shows emails that have been sent. User can choose to empty mail box.
- **Junk** button shows emails that are marked as spams. User can choose to empty mail box.
- **Trash** button to show deleted mails from Inbox. User can choose to restore any mail or empty mail box.

6.4 Inbox or Send or Junk folder functions

User can view, forward or reply their email from this function.

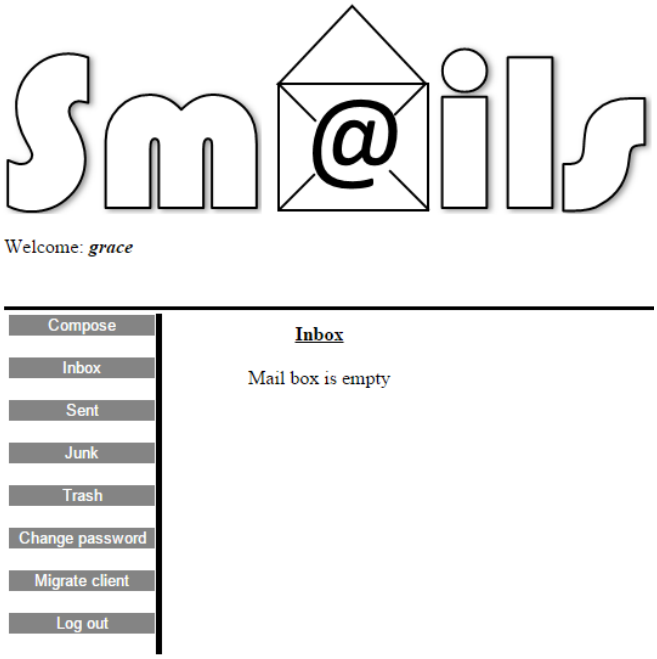


Figure 47 Inbox View

6.4.1 Replying or forwarding or deletion of email in Inbox folder

These function will only activate when the user select on an email. Select on the respective icons for the respective functions. Deletion of email will go into the Trash Folder.

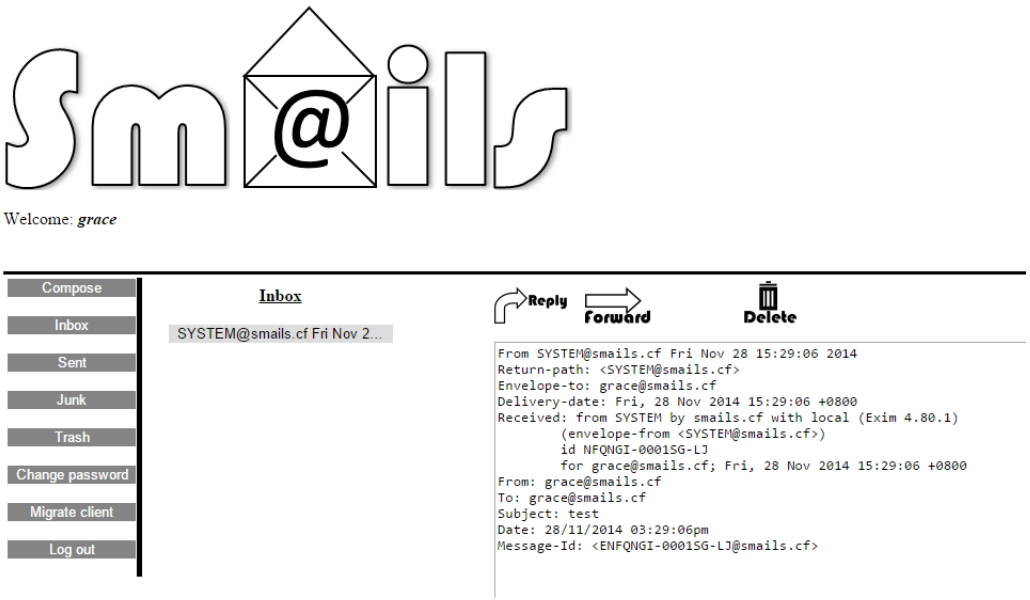


Figure 48 Inbox Folder functions

6.4.2 Forwarding or deletion of email in Sent Folder

These function will only activate when the user select on an email. Select on the respective icons for the respective functions.

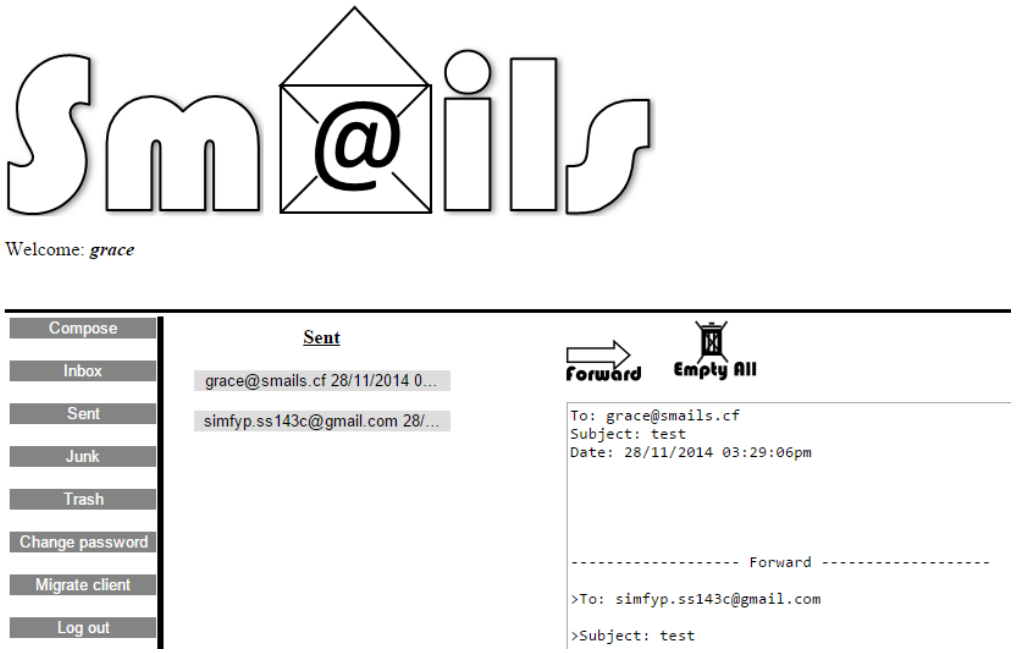


Figure 49 Sent Folder functions

6.4.3 Deletion of Junk Mail

User can empty the Junk Folder. By clicking on **Empty All** icon.

Welcome: grace
Compose
Inbox
Sent
Junk
Trash
Change password
Migrate client
Log out
Junk
ang_zm_04@hotmail.com Fri ...
Empty All
Subject: Viagra
Date: Fri, 28 Nov 2014 15:57:44 +0800
Importance: Normal
MIME-Version: 1.0
X-OriginalArrivalTime: 28 Nov 2014 07:57:45.0678 (UTC) FILETIME=[FEC156E0:01D00AE0]
X-Spam_score: 6.8
X-Spam_score_int: 68
X-Spam_bar: ++++++
X-Spam_report: This mail is probably spam. The original message
has been attached intact in RFC 822 format.
Content preview: This is a testViagra for sale $$ 50 for 10
pillshttp://cheapviagra.com
Men health booster This is a test Viagra for sale $$ 50 for 10 pills
http://cheapviagra.com
Men health booster [...]
Content analysis details: (6.8 points, 6.3 required)
3.4 FH_DATE_PAST_20XX The date is grossly in the future.
-0.0 SPF_PASS SPF: sender matches SPF record
0.0 HTML_MESSAGE BODY: HTML included in message

Figure 50 Junk Mail

6.4.4 Restoring of email from trash

User can select Trash folder and select on the email they wish to restore. Click on Restore icon to restore the email to the respective folder it was originally from.

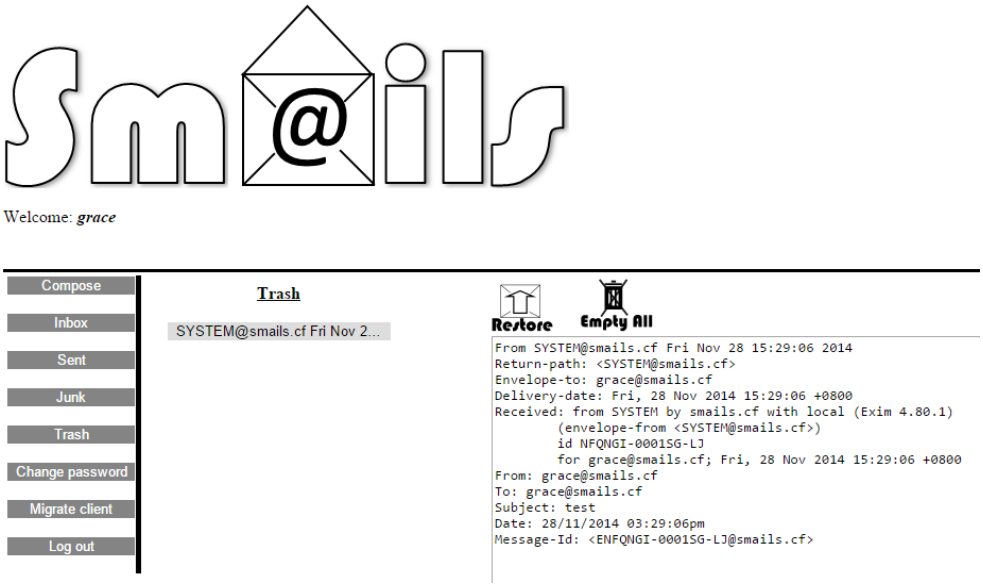


Figure 51 Restoring of email from Trash Folder

6.4.5 Emptying of Trash folder

User can select Trash folder and select **Empty All**. Select **Yes** to confirm.

Warning: Doing this will remove the email permanently from the server.

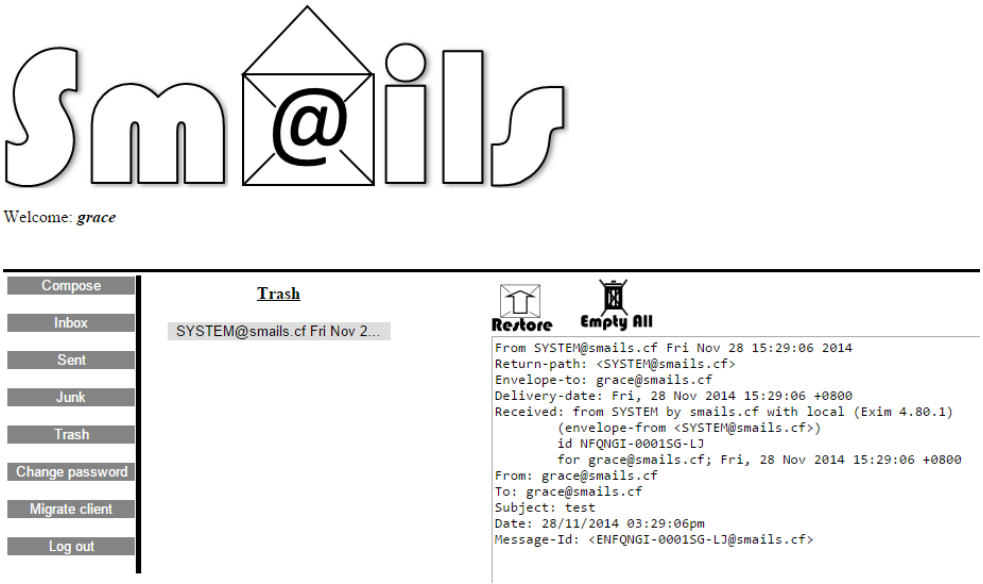


Figure 52 Restoring of email from Trash Folder

6.5 Changing of client password

The following will explain the steps required to change email account password. Click on **Change account password.**

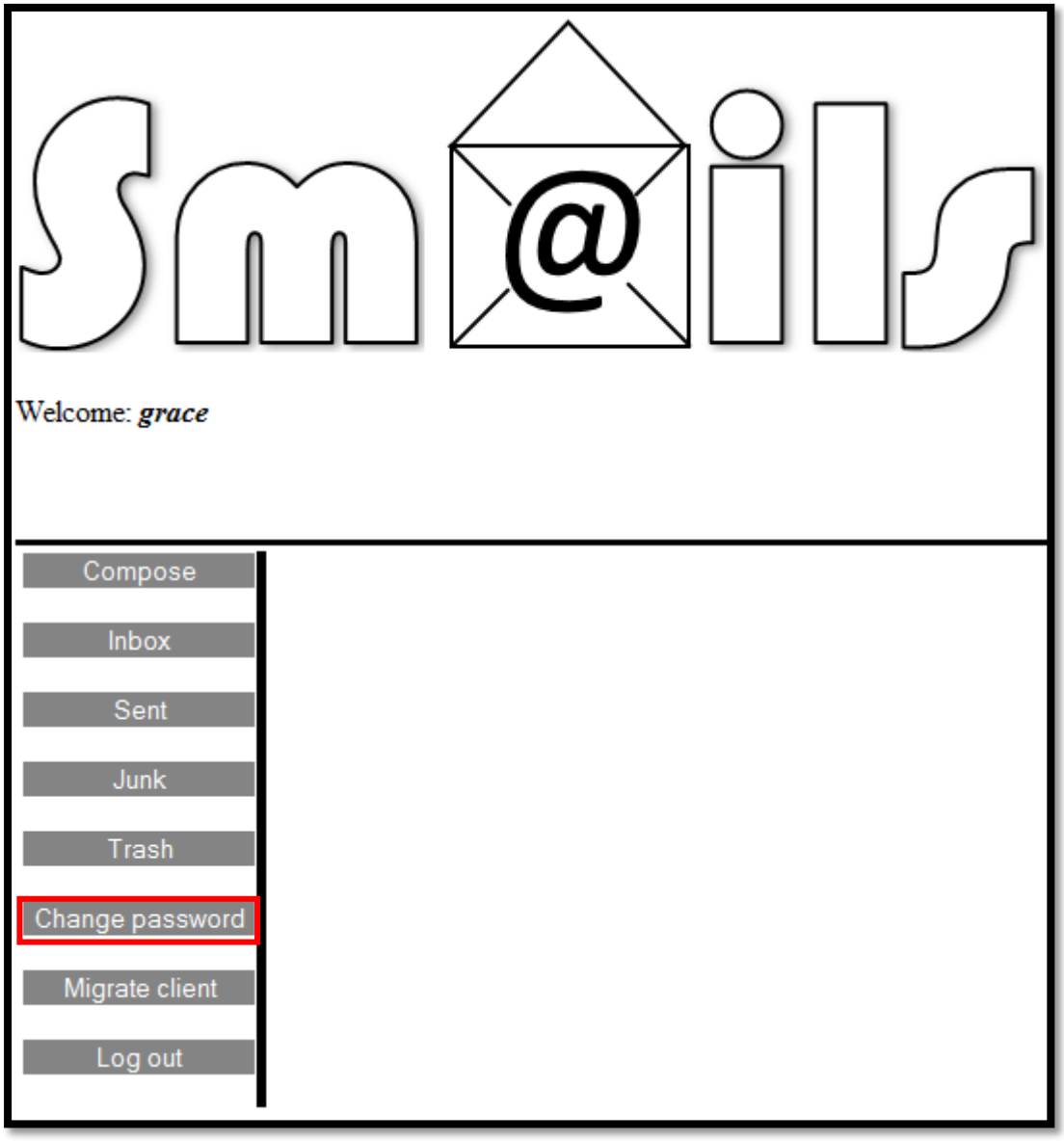


Figure 53 WebClient Main page

The WebClient will be directed figure 54. On this page the user is required to enter the current password to continue. Enter the new password for the email account. Click on **Submit** to change the account password.

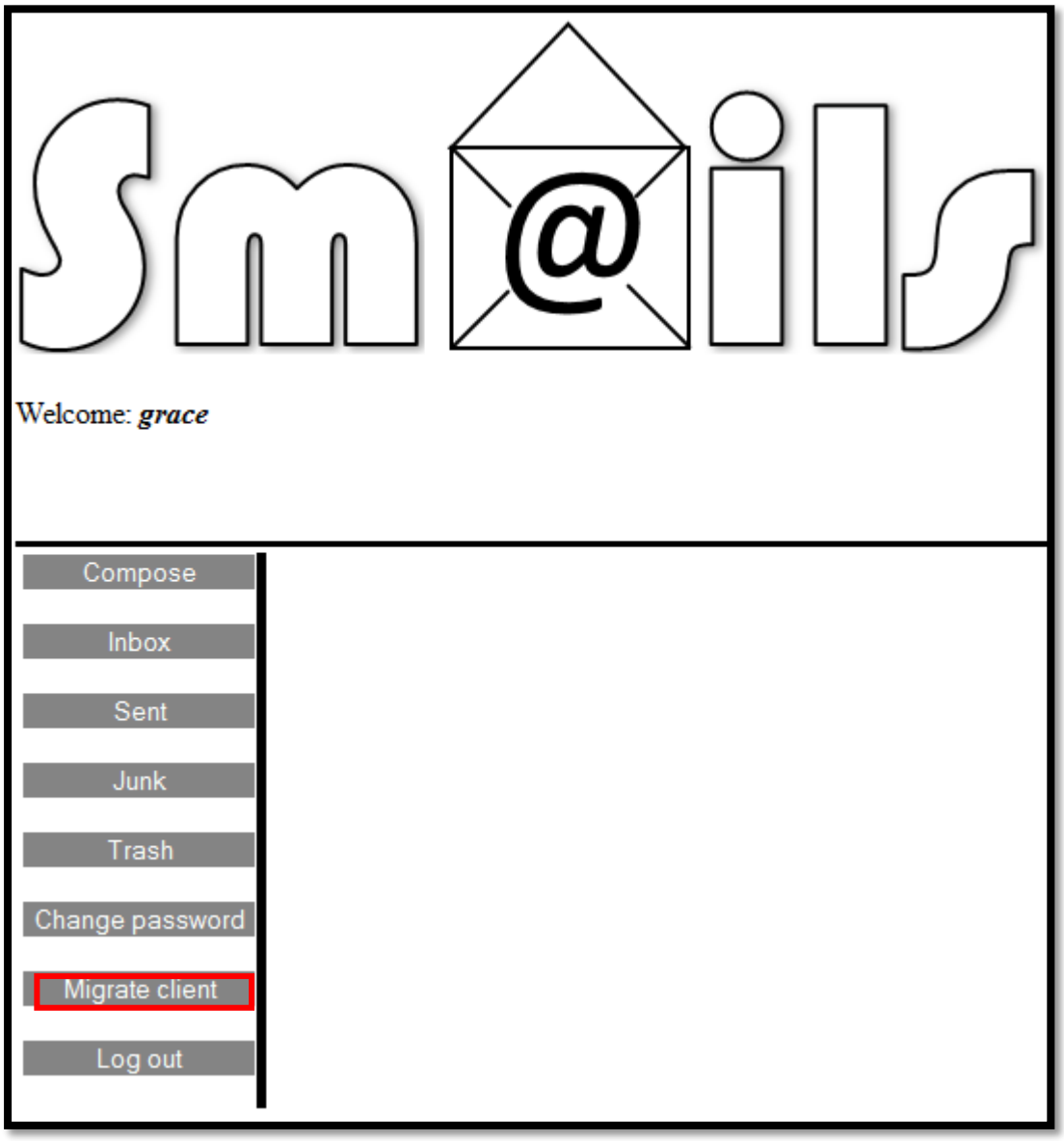
Note: The minimum length of password is at least 8 characters.

Figure 54 WebAdmin change password

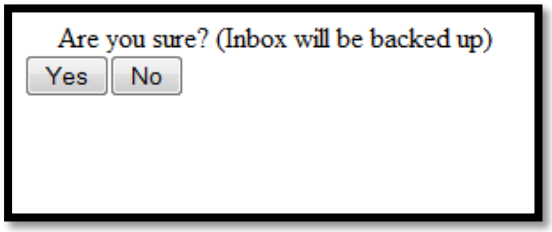
Click on **Home** to return back to the home page.

6.6 Migration of emails

This function is to allow the user to back up their inbox for their new client.



Press "Migrate client" will bring up a window shown below.



Click **Yes** to confirm. User will be logged out after inbox has been backed up.

Click **No** to return to homepage.

7.0 Email configuration

The following sections will show how to add account in Outlook and Thunderbird.

Connection settings for Smails Installer:

- Incoming server (IMAP): mail.**yourdomain.com** | port 993 | Encryption: SSL
- Outgoing server (SMTP): mail.**yourdomain.com** | port 25 | No encrypted connection
- Username: As per Windows/Linux account
- Password: As per Windows/Linux account

7.1 Configure email account in Outlook 2010 or 2013

1. Startup Outlook
    a. If the Microsoft Outlook Startup wizard appears, on the first page of the wizard, click **Next**. Then, on the **E-mail Accounts** page, click **Next** to set up an email account.
    b. If the Microsoft Outlook Startup wizard doesn't appear, on the Outlook toolbar, click the **File** tab. Then, just above the **Account Settings** button, click **Add Account**.
2. Configuration for Outlook
    a. To configure the new email account automatically, follow these steps under Auto Account Setup in the Add New Email Account dialog box:
        i. In the **Your Name** box, type your full name.
        ii. In the **Email Address** box, type your email address.
        iii. In the **Password** box, type the password.
        iv. In the **Retype Password** box, retype the password, and then click **Next** to begin the Auto Account Setup process.

    Note: Outlook will try to automatically configure your account settings and server settings. If your account is successfully configured, the Add New Email Account dialog box indicates that the account was created successfully. This dialog box also indicates the type of email server to which you successfully connected.

        v. Click Finish, and then click Close to complete the account setup.
    b. Manual Configuration
        i. Click **Manually configure server settings or additional server types**, and then click **Next**.
        ii. On the **Choose Service** page, select **Internet E-mail**, and then click **Next.**
        iii. Provide the following information on the **Internet E-mail Settings** page.
            1. Under **User Information**:
                - In the **Your Name** box, enter the name you want users to see when you send email from this account.
                - In the **E-mail Address** box, enter your email address.
            2. Under **Server Information**:
                - Under **Account Type**, select **IMAP**.
                - In the **Incoming mail server** box, enter the server address
                - In the **Outgoing mail server (SMTP)** box, enter the SMTP server address
            3. Under **Logon Information**:
                - In the **User Name** box, enter your account name.

- In the **Password** box, enter your password. If you want Outlook to remember your password, make sure the check box next to **Remember password** is selected.

iv. At the bottom of the page, click **More Settings**, and then fill in the **Internet E-Mail Settings** dialog box as follows:
   1. On the **Advanced** tab
      a. Under **Incoming server (IMAP)**, next to **Use the following type of encrypted connection**, select **SSL** in the drop-down list.
      b. Under **Outgoing server (SMTP)**, next to **Use the following type of encrypted connection**, select **None**, and then click **OK**.

v. On the **Add New Account** page, click **Next**. After Outlook tests your account, click **Close** to close the **Test Account Settings** dialog box.
vi. On the **Congratulations** page, click **Finish**.
vii. On the **Account Settings** page, click **Close**.

7.2 Configure email account in Outlook 2007

3. Startup Outlook
   a. If the Microsoft Outlook Startup wizard appears, on the first page of the wizard, click **Next**. Then, on the **E-mail Accounts** page, click **Next** to set up an email account.
   b. If the Microsoft Outlook Startup wizard doesn't appear, on the Outlook toolbar, click the **File** tab. Then, just above the **Account Settings** button, click **Add Account**.
4. Configuration for Outlook
   a. To configure the new email account automatically, follow these steps under Auto Account Setup in the Add New Email Account dialog box:
      i. In the **Your Name** box, type your full name.
      ii. In the **Email Address** box, type your email address.
      iii. In the **Password** box, type the password.
      iv. In the **Retype Password** box, retype the password, and then click **Next** to begin the Auto Account Setup process.

Note: Outlook will try to automatically configure your account settings and server settings. If your account is successfully configured, the Add New Email Account dialog box indicates that the account was created successfully. This dialog box also indicates the type of email server to which you successfully connected.

      v. Click Finish, and then click Close to complete the account setup.
   b. Manual Configuration
      i. Click **Manually configure server settings or additional server types**, and then click **Next**.
      ii. On the **Choose Service** page, select **Internet E-mail**, and then click **Next.**
      iii. Provide the following information on the **Internet E-mail Settings** page.
         1. Under **User Information**:
            - In the **Your Name** box, enter the name you want users to see when you send email from this account.
            - In the **E-mail Address** box, enter your email address.
         2. Under **Server Information**:
            - Under **Account Type**, select **IMAP**.

- In the **Incoming mail server** box, enter the server address
- In the **Outgoing mail server (SMTP)** box, enter the SMTP server address

3. Under **Logon Information**:
   - In the **User Name** box, enter your account name.
   - In the **Password** box, enter your password. If you want Outlook to remember your password, make sure the check box next to **Remember password** is selected.

iv. At the bottom of the page, click **More Settings**, and then fill in the **Internet E-Mail Settings** dialog box as follows:
   1. On the **Advanced** tab
      a. Under **Incoming server (IMAP)**, next to **Use the following type of encrypted connection**, select **SSL** in the drop-down list.
      b. Under **Outgoing server (SMTP)**, next to **Use the following type of encrypted connection**, select **None**, and then click **OK**.

v. On the **Add New Account** page, click **Next**. After Outlook tests your account, click **Close** to close the **Test Account Settings** dialog box.

vi. On the **Congratulations** page, click **Finish**.

vii. On the **Account Settings** page, click **Close**.

7.3 Configure email account in Outlook Express

1. Startup Outlook Express
2. Go to **Tools** and click on **Accounts**
3. In **Internet Accounts** window, select the Mail tab, then click **Add**, then click on "**Mail**".
4. This will start up Internet Connection Wizard. Enter your name where it says **Display name:** and click **Next**
5. Enter your Email address in the input box click the Next button
6. In the **Incoming mail** field type mail.yourdomain.com
   In the **Outgoing mail** (SMTP)field type mail.yourdomain.com Click **Next**.
7. For the Account Name, type the full email address. In the Password section, type the password for the email.
8. Click the Next button
9. Click the Finish button
10. You should still see the Mail tab, so click the Properties button
11. Select the Servers tab
12. Check the box at the bottom which says "My server requires authentication"
13. Select the Advanced tab
14. At the top you will see "Server Port Numbers" and "Outgoing mail (SMTP):" with a value of 25. Click the Apply button, OK button, and the Close button.
15. You're done! Now you can test your email.

7.4 Configure email account in Thunderbird

1. Open the Thunderbird application.
2. Go to **Tools** and click on **Accounts Settings**.
3. Click on the **Account Actions** button.
4. Select **Add Mail Account**.

5. Click **Continue.**
6. Enter your name and email address in the input boxes
7. Click **Continue**.

Note: Thunderbird will try to determine your account settings based on the domain portion of your email address (that is, the portion after the "@" symbol). You can either allow the default lookup or click the Stop button to proceed with the Manual Configuration.

Using the Auto-Configuration Option
When using the auto-configuration for account set up, choose IMAP. Click **Done** when completed.

Using the Manual Configuration Options

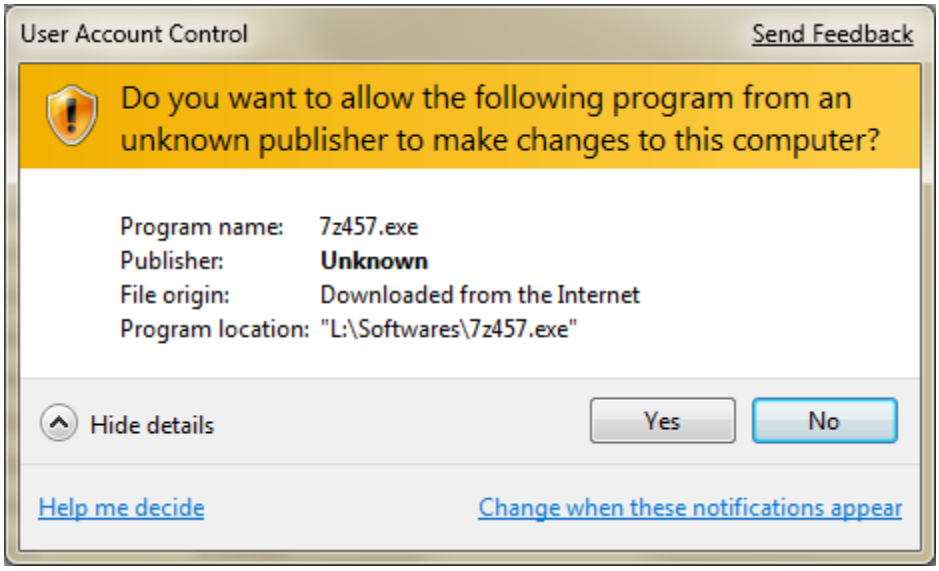
8. Click the **Stop** button to stop the auto-configuration feature.
9. Edit the Server names and Port to the exact settings desired.
10. Select **IMAP**
11. Click the **Manual Configuration** button.
12. In the left pane, select **Outgoing Server (SMTP)** from the bottom of the list.
13. Click **Add** or **Edit** to make edits to the existing entry, if any.
14. Now fill in the following information in the designated fields:
    - **Description**: Enter your email address
    - **Server Name**: Type in your mail server (*mail.yourdomain.com*)
    - **Port**: 25
    - Make sure the checkbox is checked for "User name and password"
    - **User Name**: Type in your username
15. Click **OK** to finish.

8.0 Additional Information

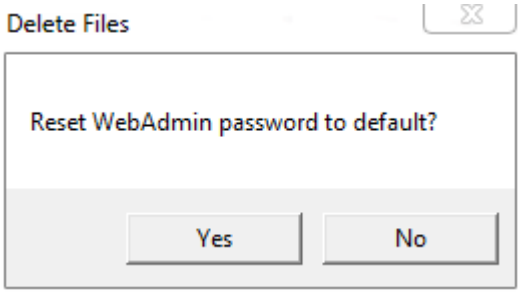
8.1 Windows

The following section will state the additional information required to run the installer.

1. User Account Control Screen
   When running the installer and is presented with the following screen, click “Yes” to allow the access to the program


User Account Control
Send Feedback
Do you want to allow the following program from an unknown publisher to make changes to this computer?
Program name: 7z457.exe
Publisher: Unknown
File origin: Downloaded from the Internet
Program location: "L:\Softwares\7z457.exe"
Hide details
Yes
No
Help me decide
Change when these notifications appear

2. Reset Smails WebAdmin password
   a. Navigate to C:\cygwin\srv\www\htdocs.
   b. Execute Reset.vbs



   c. Select **Yes** to reset to default password

9.0 Further Help

For additional assistance, please contact us at support@smails.cf